



Job Description & Person Specification

Job Title:	National Training Coordinator
Responsible to:	National Training Director
Hours	Full Time
Salary	£40,000 25 days annual leave entitlement plus 8 Public and Privilege days
Location	Head Office – 3 rd Floor, 54 St James Street, Liverpool L1 0AB And at and at any reasonable location as directed by the ADHD Foundation which includes other sites/agencies/settings as is necessary to perform duties.
<p>Please note, the role requires some travel and occasional overnight stays across the UK. Remote working will be considered for the right candidate, who will be required to attend monthly management meetings.</p>	

Job Purpose

- Play a dynamic role in the strategy and vision for the Foundation as a leading global NGO in the field of Neurodiversity, through the creation and delivery of unique, innovative and dynamic training programmes to transform the pedagogy, inclusion and achievement of ND children in UK schools.
- To assist with the National and International growth of services within ADHD Foundation Neurodiversity Charity, in collaboration with the CEO and National Director of Training, with emphasis on development & provision of new training products and their sale to new international audiences via on line platforms or at agreed international schools and conferences.
- To deliver high quality training for professionals primarily from the education sector across all key stages including Higher Education, and also Business, Public, Private & Voluntary Sectors.

- Operate as a consummate professional who can demonstrate initiative, identify opportunities, approach challenges in a solution focussed way. Demonstrating integrity, kindness and commitment to the team of professionals at the Foundation at all times, and be an exemplary ambassador for the Foundation and its mission, vision and values.

Tasks and Responsibilities

- Draw from previous experience, training and skills to collaborate with colleagues on the continuous upgrading of training programmes, grounded in evidence-based research and recognised best practice.
- Contribute to the development of new accessible, inclusive and interactive training programmes delivered On-line in the UK and internationally
- Support the promotion and delivery of the successful ‘ADHD Friendly School Award’ and lead on the development of our ‘Neurodiversity Friendly School Award’.
- Represent the Foundation’s mission by presenting at national and international conferences.
- Design and create thoroughly researched new training programmes that meet the ever-changing needs of the client, to include:
 - Pedagogy in relation to Neurodiversity in Education.
 - The use of artificial intelligence technology in the design and delivery of education and training for professionals. Collaborate with our AI Software partner agency – ‘TeamOptix’
 - Contribute to written articles for the Education sector media in partnership with the Leadership team at the Foundation.
 - Support and collaborate in the design and delivery of training for the business, public and voluntary sectors of the economy, and our staff team as directed by the National Training Director & CEO.
 - To enhance the development and delivery the ADHD Foundation’s therapeutic services through the creation of new training programmes in areas such as training for counsellors, coaches and related health care

professions, in partnership with the leadership team.

- Support the Parenting Team in delivering training to families, Parent Carer Forums and other support organisations as needed.
- Design and co-create new resources for the website and other clients of the Foundation as directed.
- Promote the Foundation through public speaking, attending events, and establishing links with across all business, voluntary and Government sectors.
- To be responsible for managing your diary in the scheduling of training delivery
- Assist with promotion and marketing of training services
- To prepare and present appropriate statistical information and impact reports.
- To attend appropriate strategic and operational meetings as delegated

Quality Assurance

- The Foundation works to the following quality standards and all staff contribute to the overall Quality Assurance Framework as a minimum but always actively exceeding those standards, pioneering innovative best practice with proven outcomes.
- ✓ NICE – National Institute of Clinical Health care Excellence
- ✓ BACP – British Association of Counselling & Psychotherapy
- ✓ Special Educational Needs Code of Practice
- ✓ The UN Rights of the Child.

Personal and Professional Development

- To participate in regular professional supervision, managerial reviews and, annual performance review
- To attend and contribute to team meetings and strategic planning days.
- To be responsible for own personal and professional development to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the National Training Director

to manage to ensure that an effective, cost efficient and pioneering service is provided.

- Support will be given to afford the time and cost of further qualifications and training, including MA and professional Doctorate in Education if the post holder can evidence how this will benefit the Foundation.
- To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the National Training Director and CEO of these changes.

General Responsibilities

- To implement and adhere to the ADHD Foundation's policies, procedures and Quality Systems to provide the highest standards of service delivery and development, meeting statutory requirements and best practice.
- To comply with GDPR & the ADHD Foundation's information governance and supporting policies including record management, information sharing and confidentiality.
- To implement and adhere to policy and practice in relation to health and safety. To adhere to the post holder's own responsibilities for health and safety within the workplace to colleagues, service users and the general public
- To carry out risk assessments and participate in risk management in accordance with the ADHD Foundation's policies.
- To contribute to the development and implementation of quality standards within the ADHD Foundation.
- To incorporate the Equal Opportunities Policy and anti-discriminatory practice in all areas of work.
- To promote and work within the values of the ADHD Foundation effectively contributing to its objectives.
- To contribute to income generation in line with the strategic and operational objectives of the ADHD Foundation Neurodiversity Charity, as appropriate
- To be able to work flexibly, including evenings and weekends, as required.



- To undertake any other reasonable duties as directed by the National Training Director or CEO that may reasonably fall within the scope of the post.

This job description is not intended to be prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility at the time of writing.

The job holder is expected to be flexible in the performance of their duties and to undertake any other duties identified as appropriate to the post.

All job descriptions are subject to change from time to time for an organisation to remain agile and responsive to changing needs and opportunities. This job description will be reviewed regularly and any required changes will be identified and agreed with the National Training Director, CEO and leadership team to that an effective, successful and innovative service is provided, that has national impact.

Person Specification - Criteria required by appointee to ensure job effectiveness

Essential Experience, Knowledge, Skills and Attributes

- Qualified at Graduate Level including PGCE
- To obtain a master's Degree if you have not already done so.
- Knowledge of SEND and Neurodiversity in an educational context
- Experience of planning, developing and delivering training.
- Experience of monitoring and reporting progress for quality assurance purposes
- Experience of establishing relationships with staff in external organisations
- Computer literate - ability to be able to use computerized systems including Microsoft 365, PowerPoint, and email
- Experience of working as part of a team and with a multi-agency approach



- Excellent administrative skills / project management skills and able to work in an efficient and organized manner
- Ability to work independently and autonomously
- Ability to communicate clearly and effectively in a variety of professional settings
- Commitment to undertake self-development and training
- Ability to work flexible hours in an essential Car User and willingness to travel to work in various venues across the UK. This travel may include overnight stays.
- A sense of humour; kindness, compassion and integrity, are essential qualities for the individual in this role, as it is for our multidisciplinary team.

Desirable Experience, Knowledge, Skills and Attributes

- Experience of working within a contract orientated and outcome driven culture
Experience of setting and achieving targets
- Evidence of a constant pattern of learning which can be gained from relevant experience and/or training and/or education
- Experience working with Parent Carers and families.
- Experience and track record of outstanding teaching and learning.

ADHD Foundation Neurodiversity Charity is committed to creating a diverse and inclusive workplace.

We are proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

ADHD Foundation does not require disclosure to make reasonable adjustments. Please let us know how we can support you in order for you to work at your best, optimize your development and your ability to add value to the Foundation.