

Lead Workplace Mentor

Inclusive Change At Work CIC

Job Description

Are you passionate about autism and promoting neurodiversity at work

Inclusive Change At Work Community Interest Company is a new social enterprise based in South Gloucestershire.

Our mission is to empower people with the knowledge, information and skills to help achieve success in the workplace.

Our vision is a world where autistic people and those who are neuro-divergent can thrive in the workplace that is enriched by diversity and social inclusion.

With support from National Lottery, Awards For Everyone we are about to launch our first work experience programme for young people and adults. Working with partner organisations we will be providing neurodiverse work experience opportunities in a variety of settings.

Our unique programme will cover skills within the workplace alongside an understanding of strengths, developing strategies to cope in the workplace and the ability to self-advocate for reasonable adjustments.

If you are passionate about making a difference for young people and adults in the future of work then you could help us to develop and deliver this programme at Inclusive Change At Work CIC. The role involves supporting our trainees and volunteer mentors. It would therefore require some flexibility and be most suited to someone looking for freelance or part time hours. This is a temporary contract for 6 months.

As a lead mentor or workplace coach with Inclusive Change At Work CIC you will:

- Support a young person or adult and their families when they are first referred to our programme
- Help assess a young person's strengths and needs prior to experience in the workplace
- Work with employers to develop a tailored programme for a young person or adult based on their strengths and needs
- Liaise with employers to ensure understanding of specific needs
- Support a trainee within the workplace
- Support a trainee with neurodiversity training around their strengths and weaknesses
- Compile feedback and reports for our trainees, their support network and our partners
- Signposting our trainees and their support network to other areas of support

- Work with and support volunteer mentors
- Report to our Senior Management Team

Skills, qualifications, and personality characteristics

Essential:

- Experience as a mentor in the workplace or job coach
- Experience of working with autistic adults or children or individuals with other neurodivergent conditions or lived experience as an autistic adult in the workplace
- An understanding of mental health conditions such as anxiety, social anxiety, or depression
- An understanding of additional co-occurring neurodivergent conditions such as ADHD, dyslexia and dyspraxia
- Knowledge and understanding of The Equality Act (2010)

Desirable:

- A lived or personal experience of autism or a co-occurring neurodivergent condition
- Knowledge of gender identity in autism and the appropriate language and terminology related to LGBTQIA+
- Knowledge or experience of neurodiversity at work
- Experience of delivering workplace assessments or implementing reasonable adjustments in the workplace
- Experience or knowledge of the Access to Work application process and other support services available for neurodivergent individuals and their support network

The ideal candidate will have:

- A high degree of emotional resilience
- The ability to manage potentially emotive situations as well as the self-awareness to seek support when needed
- A calm and diplomatic disposition when interacting with trainees and our partners
- The ability to work autonomously and manage multiple responsibilities simultaneously
- The ability to communicate information in a clear and concise manner
- To ability to develop a working relationship with trainees and their support network that encourages empathy and understanding to develop their self esteem

We are committed to Safer Recruitment Processes at Inclusive Change At Work CIC.

Applicants will be expected to provide references and successful candidates will require an enhanced DBS prior to commencing employment.