

Role Description

Role Title	Senior Lecturer/ Programme Director
Reports To	CEO / Deputy CEO
Location	ADHD Foundation Head office 3 rd Floor, 54 St James Street, Liverpool L1 0AB Remote working considered, but would include on-site days as required.
Working Hours	Full Time 35 hours This role may include evening work
Salary	£45,000 pa

Role Purpose

The Programme Director position for the Neurodiversity Charity, the ADHD Foundation (www.adhdfoundation.org.uk), is central to engaging and retaining new cohorts of students. ADHD Foundation's experiential approach to teaching and learning is part of its DNA, and the Programme Director will lead a varied team to create holistic learning experiences that will ensure students' progression. The Programme Director will act as the primary point of contact for students, faculty, and stakeholders, balancing administrative tasks with a strong focus on academic excellence and student success.

Primary Duties and Responsibilities

- **Curriculum Development and Review:** Ensure the program's curriculum aligns with academic standards, industry needs, and ADHD Foundation goals. This includes updating courses, integrating feedback, and introducing innovation to support the highest standards of teaching and learning.
- **Quality Assurance:** Maintain the program's academic quality by monitoring course delivery, assessment practices, academic integrity and learning outcomes.

- Compliance: Ensure the program adheres to accreditation requirements, ADHD Foundation policies, and external regulations.
- Student Recruitment: Collaborate with admissions to promote the program and attract high-quality students.
- Advising and Mentorship: Support students with academic and career advice, address concerns, and foster a positive learning environment adapted for both neurotypical and neurodiverse cohorts.
- Feedback and Improvement: Collect, statistically evaluate and act on student feedback to enhance the program's quality.
- Staff Management: Work with faculty and staff to ensure effective teaching and program delivery. This may include assigning teaching duties and evaluating performance.
- Program Growth: Identify opportunities for program expansion, such as new courses, partnerships, or delivery methods (e.g., online learning).
- Promote Neurodiversity in collaborative research with colleagues and external institutions.
- Stay updated on research trends associated with neurodiversity to ensure the program remains relevant and competitive.
- Use appropriate levels of IT knowledge (including large data processing skills) to enable the best use of available information and communication to support learning and organisational effectiveness as necessary for the post

General Responsibilities

- To implement and adhere to the ADHD Foundation's policies, procedures and Quality Systems.
- 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 holders own responsibilities for health and safety within the workplace.

- To contribute to the development and implementation of quality standards within the ADHD Foundation.
- To incorporate Equal Opportunities Policy and anti-discriminatory practice in all areas of work.
- To work in accordance with national child protection legislation and ADHD Foundation's Safeguarding Policies - Child Protection and Vulnerable Adult Policies
- To promote and work within the values of the ADHD Foundation effectively contributing to its objectives.
- To attend appropriate strategic and operational meetings as delegated
- To undertake any other reasonable duties as directed by the CEO that may reasonably fall within the scope of the post.

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.
- ✓ Equality Act 2010
- ✓ 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.
- ✓ Data Protection Compliance: Ensure strict adherence to data protection and privacy standards in line with GDPR and organisational guidelines.

Personnel and Professional Development

- To participate in regular professional supervision annual performance reviews, and attendance at 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 appropriate.
- To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the CEO of these changes.

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

The post 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 CEO, Board of Trustees and leadership team so that an effective, successful and innovative service is provided.

Person Specification

	Essential Skills and Competencies	Desirable Skills and Competencies
Education and Qualification	M.Sc. level of education or equivalent experience.	Ph.D. in Psychology or a Cognitive/ Neuropsychology related field.
Knowledge	A strong understanding of neurodiversity and the factors contributing to disability/ ability. Has the scientific knowledge to advocate for people with ADHD and their families.	Significant experience teaching, leading and conducting neurodiversity research.
Experience	Experience in academic programme leadership or curriculum development. Proven track record of teaching excellence and student engagement in higher education	Experience in managing academic quality assurance processes, including academic integrity. Experience supervising undergraduate and postgraduate students.
Skills	Knowledge of education policies, including curriculum frameworks, assessment standards, and academic integrity processes. Strong leadership and team management skills. Strong interpersonal and negotiation skills, able to engage	Familiarity with emerging trends in education, such as online and blended learning, with potential to expand into AI. Competency in data-driven decision-making to improve programme outcomes.

	<p>with staff at all levels and external partners to form an effective network which builds long-term relationships with existing and potential providers while managing change.</p> <p>The ability to mark a variety of assignments, write reports and disseminate findings.</p> <p>Excellent verbal and written communication skills.</p> <p>IT literacy, including Microsoft, Teams, Python, MATLAB, SPSS for data processing and statistical analysis</p>	<p>Experience leading change or workforce transformation initiatives across departments, organisations, or systems.</p>
Personal Attributes	<p>Kindness</p> <p>Integrity</p> <p>Self Awareness</p> <p>Entrepreneurial</p> <p>Excellent interpersonal and team management skills.</p>	<p>Innovative and creative.</p> <p>Encourages new ways of working and develop a culture of sustainable, innovation.</p> <p>Interest in optimising technology and artificial intelligence</p>

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 to work at your best.