



## Job Description

<b>Job Title</b>	<b>Neurodiversity Umbrella Project Coordinator</b>
<b>Reports To</b>	Operations Manager
<b>Location</b>	ADHD Foundation Neurodiversity Charity, Head Office 3 <sup>rd</sup> Floor, 54 St James Street, Liverpool L1 0AB
<b>Salary Range</b>	£ 24,000
<b>Working Hours</b>	Monday to Friday, 9am – 5pm Full Time

## Job Purpose

The Neurodiversity Umbrella Project celebrates the intelligence, ability and talent of every human being. The Umbrella Project encompasses awareness raising, education programmes, and eye catching art installations consisting of brightly coloured umbrellas.

The Umbrella Project Coordinator will be responsible for promotion of the Project, along with coordinating the uptake, engagement and installations of Umbrella Projects across the UK and internationally.

## Main Duties and Responsibilities

### Neurodiversity Umbrella Project

- Undertake all administration duties relating to the Neurodiversity Umbrella Project (NUP), to organise and deliver umbrella installations across the UK.
- Act as first point of contact for NUP logistics, including emails/phone calls/meetings
- To be responsible for the management of stock of umbrellas and associated resources at the secure storage facilities
- Liaise with external courier and postal services to arrange timely collections / delivery of NUP stock and materials to customers.
- Collaborating with stakeholders to produce promotional collateral; and delivering graphic designs with a consistent brand identity.
- Support ADHD Foundation's social media goals, producing written and visual content relating to the NUP for multiple platforms.
- Identify opportunities for cost savings and process improvements.
- Regularly audit data to ensure it meets required standards and complies with contractual, regulatory, and industry requirements.



### **General Office Administrative Responsibilities:**

- Oversee day-to-day enquiries, including email correspondence and voicemail messages.
- Assist with the develop and implement efficient processes and systems to enhance organisational productivity.

### **Compliance & Risk Management:**

- Ensure compliance with data protection regulations (e.g., GDPR), industry standards, and contractual obligations including MHSDS and KPI data.
- Identify and report on data risks, ensuring business continuity and data security.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager/ CEO.

The post holder may be asked to carry out any other delegated duty or task that is in line with their post

### **Personnel and Professional Development**

- To participate in regular professional supervision, annual performance review and attendance at team meetings.
- 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 Manager to manage to ensure that an effective service is provided.
- To undertake any other reasonable duties as directed by the CEO that may reasonably fall within the scope of the post.

### **Person Specification**

#### Essential Experience, Knowledge, Skills and Attributes

- Ability to communicate clearly and effectively in a variety of professional settings
- Evidence of excellent Organisational skills
- Evidence of a constant pattern of learning which can be gained from relevant experience and/or training and/or education
- Experience of working as part of a team and multi-agency working
- Knowledge of Microsoft 365, Word, Excel and email
- Ability to uphold and implement the Foundation's mission, values and core policies



- Ability to work independently without constant supervision
- Kindness
- Integrity

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.