

# Job Description: Neurodiversity & Diversity Manager



Function:	Sodexo Government - Justice
Position:	Neurodiversity & Diversity Manager
Immediate manager (N+1 Job title and name):	Deputy Director – Performance
Additional reporting line to:	N/A
Position location:	HMP Addiewell
Job Terms:	Permanent, full time

## 1. Purpose of the Job – State concisely the aim of the job.

The post holder will be responsible for leading on the development of HMP Addiewell's Neurodiversity, Diversity, Equity and Inclusion Strategy, providing support for prisoners and staff and creating an environment where diversity of all kinds is celebrated, fully enabled and considered in all we undertake.

Developing and implementing, through close collaboration with stakeholders, a “whole system” principle is of paramount importance, with the focus firmly on supporting individuals (in particular, prisoners) to achieve and progress through their rehabilitative journey throughout their sentence.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

The Neurodiversity & Diversity Manager will operate under the recognized nine protected characteristics which are:

- Age
- Disability
- Gender (reassignment)
- Marriage & Civil Partnership
- Pregnancy & Maternity / Paternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

H/she may also consider a person's “veteran” status as an additional dimension to add value to prisoner's rehabilitative journey at HMP Addiewell.

Creating a strategy for the ways in which all characteristics are recognized, enabled and celebrated along with the development of a cultural awareness and community approach to supporting individuals and their personal needs is at the core of this role.

In addition, it is estimated that the proportion of the prisoner population at HMP Addiewell with additional, neurodiversity needs is expected to be higher than found in the general population. Many of these unmet needs will likely have had a significant contributing factor on the circumstances which led to the person's conviction, and will undoubtedly be a factor that may hold them back in their own development and rehabilitative journey.

The Neurodiversity & Diversity Manager will work with prison staff and managers, partners and other key stakeholders to help develop pathways of support for people who may struggle with mainstream prison activities (such as engagement with work and learning, personal relationships and engagement with prison rules, etc.) so as to create and influence better outcomes, purposeful growth and a sense of achievement during their time in our care.

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Deputy Director

Neurodiversity & Diversity Manager

**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

The Neurodiversity & Diversity Manager will work closely with the prison leadership team to understand the developmental needs of the role, how s/he can make an impact in the quality of lives of those who we care for and create a strategy that interfaces seamlessly with functional managers and their operational objectives.

In particular the Neurodiversity & Diversity Manager will work closely with the Head of Rehabilitation to understand the level of additional support needs of the population, specifically to help people navigate through educational or vocational objectives. Similarly there will be a focus for working with the case management and programs teams to ensure people are not excluded from the offers available to them whilst in custody.

Dovetailing with the Residence and Security / Operations functions, the Neurodiversity & Diversity Manager will ensure they are able to review operational delivery against the needs of our population, creating an inclusive and collaborative community and identifying individuals who may feel excluded, isolated and lonely due to those characteristics which should otherwise be positively observed and supported.

The post holder will provide support and guidance to ensure that all staff and stakeholders share the same vision and ethos of Neurodiversity & Diversity Manager and senior leadership team and that communication channels are redesigned and reshaped to be fully inclusive to provide comfort to people who live here.

This is a non-operational role with no line management responsibilities; however, this may change as the role develops.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

The job holder will be required to carry out the following responsibilities, activities and duties:

- Create and embed a comprehensive Neurodiversity & Diversity strategy that is aligned to prison wide operations (by Sodexo and partners) and is understood by all.
- Development of an accountable Neurodiversity & Diversity accountability structure, where lead managers have additional responsibilities, that is discussed at a monthly meeting chaired by the Deputy Director – Performance and led by the Neurodiversity & Diversity Manager

- Focus on improving and ensuring that the quality of Neurodiversity & Diversity support and provision across all prison activity exists, is understood and enables personal development.
- Develop and maintain a Neurodiversity & Diversity needs strategy for the prison, incorporating and working with key stakeholders.
- Manage the collection and collating Neurodiversity & Diversity data at local level. Continually analyse and evaluate current practice for how the provision is tailored to the needs of a wide range of prisoners, including those who are hard to reach, vulnerable prisoners, and those for whom English is not their first language.
- Track the progress of prisoners specifically with neurodiversity needs in education, learning and work, analyse data and identify any participation and achievement gaps and address these.
- Establish close working practices with the Violence Reduction and Addictions & Recovery Managers to ensure that prisoners of concern are known, supported and given the best opportunity for personal growth.
- Ensure that the needs of Neurodiverse & Diverse prisoners are considered in terms of availability of activities, appropriate adaptations, and reasonable adjustment as required and sufficient places by working with the relevant regime managers.
- Raise awareness of Neurodiversity & Diversity across the prison. Upskilling workforce to support a whole prison approach to supporting prisoners with protected characteristics using full staff briefings, internal communications and 1-2-1 processes (this list is not exhaustive).

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Monthly and Quarterly reports and any additional reports as required.
- Attendance at Regime Improvement Meeting, Prisoner of Concern Meeting, SIM, and any other forums where Neurodiversity & Diversity support may be of benefit.
- No Direct Line management responsibility.
- This role will work across departments and partner providers to align processes and create a consistent approach to the support for prisoners with a variety of needs.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential Qualifications:

This is a specialist, non-operational role and as such it is desirable for the candidate to have the following experience:

- Experience of operating in a specialist neurodiversity / diversity role.
- Experience of working within the Special Educational Needs / Additional Learning Needs and Disabilities field.
- History of developing highly effective partnerships with a range of internal and external stakeholders.
- Worked in a complex multi-agency operational setting to achieve mutual outcomes.
- Experience of setting goals and achieving targets.
- Experience of implementing change.
- Evidence of innovation and measuring impact to personal development.

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**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Being Resilient	Drives Results
Ensures Accountability	Optimises Work Processes
Collaborates	Communicates Effectively

**9. Management Approval** – To be completed by document owner

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Document Owner	Samantha Pariser		