



At the AoEC we value diversity, and we welcome applicants of all backgrounds and identities. We are committed to fostering, across the company, an equitable and inclusive culture of belonging

Job Description

Practitioner Diploma Faculty

Reporting to: AoEC Head of Education

The Practitioner Diploma Faculty role is responsible for the delivery of the Practitioner Diploma in Executive Coaching and Coaching Skills Certificate programmes.

This is a part-time role working in person in the UK and virtually from home.

The role will be split between training, facilitation, mentor coaching, meetings and events. The distribution of the days worked will be agreed with the Head of Education as required by the role.

Key Responsibilities:

Preparation & Delivery of the Practitioner Diploma and Coaching Skills Certificate programmes

- Familiarisation with, and preparation and delivery of, Coaching Skills Certificate and Practitioner Diploma programme materials to a highly professional standard as required.
- Delivery of group and individual Mentor Coaching for all Practitioner Diploma participants.
- Liaison with members of the Practitioner Diploma Operations team in programme administration and management.
- Engagement with cohort members in ensuring they have the optimum training opportunity and experience.
- Administrate the necessary information pertaining to the day-to-day delivery of the programmes.
- Speak to potential course participants to support them to make a decision about course choice from time to time.



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Cross-Company Collaboration

- Contribute to and create opportunities for speaking and thought leadership pertaining to AoEC's status in the global coaching environment.
- Contribute to wider environmental/societal causes supported by AoEC, such as modern slavery, climate change, diversity and inclusion.

Coaching Practice

- Maintain and develop an individual and/or team coaching practice and associated competencies
- Maintain ICF accreditation in accordance with the programme requirements.

Skills & Competencies required:

- **Relationships** - Relates well to all kinds of people (peers, managers, board members, customers, internal and external stakeholders). Builds appropriate rapport, uses diplomacy and tact, can diffuse high tension situations comfortably. Is comfortable working collaboratively in partnership with other colleagues.
- **Presentation / Communication Skills** - Effective in a variety of presentation settings with a mix of external and internal audiences. Commands attention with clear targeted messages.
- **Coaching skills** – Enjoys learning more about themselves and others through reading, attending events, etc.
- **Technical Learning** - Picks up on technical things quickly. Can learn new skills and knowledge.

Experience & Qualifications:

- Qualified Coach (minimum ICF PCC)
- Seasoned experience as a coaching practitioner

Part-time: 96 days per annum

Salary: £20,276.21