

JOB POST	
Division:	Working Parents & Women's Leadership Coaching
Team:	Coaching Team
Job Role:	Part-time executive coach specialising in webinar programme design and delivery
Job Type:	Primarily home-based; occasional on-site client work and meetings at TT Oxfordshire office (Wallingford)
Location:	Talking Talent Oxfordshire Office - Wallingford
<b>At Talking Talent, we are all about creating an inclusive working environment where people from all backgrounds can succeed. Diversity makes sense for us, for our clients and for our future. We value different perspectives, skills and experiences, and welcome applications from all backgrounds.</b>	

## Coach

### The Company

Talking Talent is a leading, rapidly expanding executive coaching consultancy that delivers bespoke solutions to blue-chip clients in the UK / Europe, Asia and the United States. We specialise in helping organisations that want to improve their gender diversity at senior levels by developing and optimising female talent to create valued career progression and commercial benefit.

Our head office is in Oxfordshire in the UK, with the majority of clients based in London. Talking Talent also has offices in the USA, Hong Kong and Australia, and delivers work with clients across Europe and Asia. Our UK clients are mainly FTSE 250 organisations or equivalent and include major law firms, financial services businesses, telecommunications, professional services, media, FMCG, etc. Established 13 years, we were named 'Consultancy of the Year' in 2016 by Personnel Today.

We are unusual in the coaching world for permanently employing a core team of coaches, unlike most who only engage associates. This gives us a really special bond of collaboration and sharing between colleagues, meaning that even when working remotely there is still a strong sense of team and of being part of something having huge impact across the world.

We are a dynamic, growing business looking to expand our team. See our website: [www.talking-talent.com](http://www.talking-talent.com)

### Scope of the Role

A key focus area for this role is delivery of our virtual coaching programmes 2-3 days per week (and face-to-face if required). A large proportion of the delivery will be group coaching by webinar; there will also be an element of one-to-one delivery. The content will focus on areas which support the development of women in business: parental transition, belief and confidence; authentic leadership; presence and gravitas, amongst others.

Predominately home-based delivering a high proportion of virtual group coaching programmes and some content design and development, the role will report to one of our Managing Directors. There will be occasions where you will be required to travel across the UK and occasionally overseas to deliver some face-to-face group coaching programmes. Every other month you will be required to attend team days at our head office in South Oxfordshire.

The role combines a wide range of skills including: face to face and virtual group facilitation / coaching, 1:1 coaching and bringing fresh design thinking and new and contemporary approaches to the table – all with coaching, Supervision and training to support your personal development.

### **Group Coaching**

- You will deliver virtual and face-to-face group coaching sessions (varying from groups of 6-14 participants). Coaching content will be across our practice portfolios including Working Parents and Inclusion with Purpose.

### **One-to-one Coaching**

- Coach individuals going through the parental transition journey

### **Workshop Design**

- Supporting our Global Head of Content in developing and designing content for new programmes and presentations.
- Staying in touch with technological innovation and emerging trends and looking ahead to new ways of delivering our content (digital, virtual, in person).
- Produce video content for our online coaching portal: *TTOonline*.
- Designing new programmes as and when required.

## **Who are we looking for?**

- Comfortable with delivering high-quality programmes in a variety of client environments to a high-standard - working with senior clients from Fortune 500 companies or equivalents
- Delivered a volume of 121 coaching and leadership programmes
- Delivered a volume of group coaching programmes and comfortable in a 'front-of-room' (virtual or in person) facilitation role
- A breadth of knowledge and understanding of leadership development topics such as Authentic Leadership, Personal Brand, Building Empowering Beliefs, Executive Presence and Career Planning
- Minimum of 500 coaching hours
- Accredited coach programme with 60 hours of training
- Hold a recognised professional coaching qualification to at least ACC level
- Be proficient in a range of current coaching tools and methodologies
- Commercial background
- Passionate about developing women in business
- Excellent listening and communications skills
- Ability to construct and create learning solutions for blue-chip clients
- Self-motivated and self-starting
- Proficient to present and run sessions virtually as well as face-to-face
- Comfortable in designing digital content and in working with technology
- An ability to thrive in an entrepreneurial environment.