

Job Title: Managing Director

Organisation: AS Mentoring Ltd



Location: Primarily remote - with ability to travel regularly to London and other locations in the UK as necessary.

Salary: £60-65k pro rata, plus your share of the annual operating bonus as an employee-owner. As a guideline figure, we anticipate some 22.5 hours/week initially, equivalent to three working days. We've always worked very flexibly as a team, and your outline working pattern will be agreed with you at the outset).

Overview: We're a proudly neuroinclusive organisation entering an exciting new chapter as a fully employee-owned organisation. With our founder and director stepping into retirement, we're searching for a passionate MD to lead us through this next phase of our evolution: someone who combines strategic vision with a collaborative, human-centred approach to clients and colleagues alike.

If you value neurodiversity, are committed to inclusive leadership and want to champion a truly unique organisation that is fully client-centred, we'd very much like to hear from you. You don't need to tick every box: it's your passion, your alignment with our values, and the desire to make a difference which matter most.

About AS Mentoring Ltd

ASM has a distinctive ethos which provides holistic support for neurodivergent people to achieve their goals, primarily but not exclusively in the context of employment (both finding and retaining work). We partner with neurodivergent jobseekers and employees and a wide range of employers, organisations and charities to offer a strengths-based, person-centred approach which gives our clients the opportunities to thrive which have often been denied to them. Our services include personalised 1:1 support for individuals, regular group and workshop events, and employer training and consultancy. You will be heading up an established team of mentors and two service leads who have a strong commitment to our clients and to the wider cause of workplace diversity and inclusion.

About the Role

ASM transitioned to full employee ownership at the beginning of April 2025, as the main component of the founding Director's exit strategy. We are now looking for a dynamic and entrepreneurial MD to lead the organisation through its next phase of growth and impact.

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You will be responsible for ASM's operational effectiveness - which we assess both qualitatively and quantitatively in terms of individual client outcomes - and the organisation's ongoing financial sustainability. This role requires an experienced and empathic leader with strong people skills and management abilities; a proven track record of effective networking across a range of sectors and organisations; and a fundamental commitment to supporting neurodivergent adults to achieve their potential.

Key Responsibilities:

- **Strategic Leadership:**

- Develop and implement the organisation's strategic plan, ensuring alignment with its mission and vision.
- Identify and pursue new opportunities for growth and impact, including service expansion, additional/ alternative income streams, and establishing new partnerships.
- Conduct market research and analysis to identify unmet needs in the neurodivergent community and develop innovative solutions to address them.
- Oversee the development and implementation of the organisation's annual operating plan and budget.

- **Operational Management:**

- Lead and manage the organisation's management team, fostering an effective and collaborative working environment.
- Oversee all aspects of service delivery, ensuring quality, effectiveness, and compliance with relevant standards and regulations - including, importantly, staff and client safeguarding.
- Oversee development and implementation of robust systems and processes for service delivery, client management, and staff development.
- Ensure the financial stability of the organisation through effective income management and budgetary control.
- Oversee human resources functions, including recruitment, onboarding, training, and performance management.

- **Development:**

- Maintain strong relationships with stakeholders and partner organisations and continue to establish and consolidate new ones.
- Develop and oversee a comprehensive communications and marketing strategy to raise awareness of the organisation's mission and services.
- Represent the organisation at relevant events and conferences.

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- **Governance and Compliance:**

- Ensure compliance with all relevant laws, regulations, and best practices.
- Advise the Board of Trustees on strategic and operational matters.
- Present quarterly reports to the Board of Trustees on the organisation's progress and performance.

- **Qualifications and Experience:**

- Passion for the mission of the organisation, and a strong understanding of the experience of neurodiversity.
- Significant experience in senior leadership roles, including direct SME (small/medium enterprise) experience.
- Proven experience in strategic planning, operational and financial management.
- Strong financial acumen and experience with budgeting, planning and reporting.
- Strong track record in leading, consolidating and supporting high-performing teams.
- Excellent communication, interpersonal, and presentation skills.

- **Key Competencies:**

- Leadership: Visionary, inspirational, and motivating; able to build consensus and drive appropriate change.
- Strategic Thinking: Analytical and forward-thinking; able to develop and implement effective strategies.
- Operational Excellence: Results-oriented and efficient; able to manage complex operations and consistently achieve key objectives.
- Financial Management: Proficient in financial planning, budgeting, and reporting.
- Relationship Building: Excellent interpersonal and communication skills; able to build and maintain strong relationships with stakeholders.
- Communication and Advocacy: Strong written and verbal communication skills; able to effectively advocate for the organisation's mission.

To Apply:

We offer two options: *either*

- Submit your CV and a cover letter outlining your experience, qualifications and passion.

or...

- Submit your CV and an accompanying video (up to 5 minutes) outlining your experience, qualifications and passion.

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Send to: opsteam@asmentoring.co.uk , by the deadline of

12.00 midday on Monday, 29th September 2025

About the interview: The interview process will consist of two stages, with the first stage taking place on **Monday October 6th 2025**.

If you have any questions about either the role or the application process and would like to discuss these, please email opsteam@asmentoring.co.uk to set up a call.

Equal Opportunity Employer:

AS Mentoring Ltd is an equal opportunity employer. We value diversity and thus encourage applications from all qualified candidates regardless of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.

Note: This job description is intended to be a general representation of the responsibilities and qualifications required for this position. It is not intended to be an exhaustive list of duties, skills, or abilities. It is provided for informational purposes only and does not constitute an employment contract. AS Mentoring Ltd reserves the right to modify this job description at any time.

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