

JOB DESCRIPTION

Adult Dyslexia Coach

Advertised February 2026



SUMMARY OF ROLE AND RESPONSIBILITIES

The Adult Dyslexia Coach will be part of a small national office team and will be responsible for delivering a coaching service for adults with dyslexia. This will include the development and promotion of the coaching service, delivery of coaching sessions to adults with dyslexia, and the development of guidance and resources for the FET sector and workplaces on dyslexia coaching.

The post-holder will hold a recognised coaching qualification, and will have experience of supporting dyslexic adults, both in workplace and education settings.

Key duties include:

- Continuing the development of our adult dyslexia coaching service, delivering 2-6 free coaching sessions per participant. The dyslexia coaching sessions will provide individualised strategies to enhance confidence, communication, organisation and self-advocacy. The service will prioritise a solution-focused and strengths-based approach, empowering individuals to harness their creativity and problem-solving abilities.
- Promotion of the adult dyslexia coaching service to recruit participants.
- Development of guidance and resources for the FET and workplace sector on dyslexia coaching methods.
- Development of resources, both print and video, on dyslexia coaching and skills development for dyslexic adults.
- Producing periodic activity/progress reports for management and funders.
- Contributing articles to internal and external publications.
- Engaging in partnership and collaborative work with other organisations as directed, to help further the overall aims of Dyslexia Ireland.
- Keeping abreast of current changes to policy, legislation and practice which may impact dyslexic adults at work and or in education settings.
- Representing the organisation at relevant external events.
- Actively protecting Dyslexia Ireland's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with Dyslexia Ireland.
- Participating in performance management processes, and related development activities, relevant to the role.

- Operating in accordance with the Constitution of Dyslexia Ireland, our strategic priorities and all current policies and procedures, including adherence to GDPR legislation and Data Protection.
- Undertaking any other duties as may reasonably be assigned by the CEO and line manager, from time to time.

Person Specification

- A certified, recognised coaching qualification is essential for this role, as well as at least 2 years' experience delivering one-to-one coaching.
- Knowledge of adult dyslexia and extensive experience working with individuals with dyslexia in the workplace and in education is also essential.
- A degree (Level 8 minimum) in a relevant discipline (coaching, psychology, adult and community education, adult guidance) OR educated to degree standard with substantial work experience in the listed areas.
- Knowledge of assistive technology for dyslexia.
- Experience developing information resources, both print and video content.
- An understanding of disability policy, reasonable accommodations policy and the principles of universal design in relation to the workplace and education settings.
- Project management experience.

Personal Attributes

In addition to the requirements under the Person Specification, the successful candidate must possess the following skills and personal characteristics:

- Excellent listening and communication skills.
- Very good interpersonal skills.
- Good problem-solving and organisation skills.
- Good technology skills and willingness to learn.
- Open to reflective learning and development.
- A self-starter with the ability to work on one's own initiative, as well as in a team.

TERMS

- This will be a one-year fixed-term contract, funded as part of our annual SOLAS adult services grant.
- A six-month probationary period will apply.
- This is a full-time post (35 hours per week) working over 4 or 5 days, with flexible working opportunities.
- Based in Dublin city-centre office, as well as with remote/home working.
- Salary rate: The full-time rate for this post is €40 - €45k per annum, dependent on experience.
- This position is subject to Garda Vetting and reference checks.

APPLICATION PROCESS

Candidates wishing to apply for this post should email their CV, and a cover letter outlining their suitability for the role (how they meet the Person Specification) to: Rosie Bissett, CEO at ceo@dyslexia.ie

KEY DATES:

- The closing date for applications is **12 noon on February 27th, 2025**.
- Interviews with shortlisted candidates will be held in early March.
- Start date late March 2026.

Address: Dyslexia Ireland, 107-110 The Windmill, Windmill Lane, Dublin D02E170.

Telephone: 01 8776001

Website: www.dyslexia.ie

- All applicants must have the legal right to work in Ireland.
- The successful candidate will be asked to start work as soon as possible.
- Dyslexia Ireland is an equal opportunities employer.
- If you have any additional needs, please let us know so we can discuss any reasonable accommodations you may require.
- All data as part of this recruitment process will be treated confidentially and in line with GDPR.