POST: **NDSS Coordinator**

LOCATION: **Lewisham, London**

SALARY: ***£30,596 per annum, pro rata'd for part-time roles***

HOURS: **3 x full time (37.5 hpw), and 1 x part time (19 hpw) – Fixed term 1 year**

Reports to: ***NDSS Manager***

Direct Reports: N/A

About Resources for Autism (RfA)

Since 1997 when we started as a small playgroup set up by parents dismayed at the lack of provision for their autistic children, RfA has grown into a major deliverer of services and support in London and the West Midlands with a turnover of around £2.5m per year. Our mission is to support and enable autistic people to live happy and fulfilling lives. We want to change society's attitude to autism whilst also providing essential services and enriching opportunities to autistic people. We are a values-driven organisation which employs values-driven people who want to make a difference. Our values are: Inclusion, Creativity, Compassion, Courageousness and Expert. You will play a vital part in ensuring that we can resource and sustain this amazing work.

Our Services

All of our services across children and adults and parent/carers, mirror the wider organisational mission of providing safe, fun and meaningful support that enables personal development. We provide this support by ensuring our staff are skilfully trained, meet the highest safeguarding expectations and are encouraged to develop and upskill throughout their career with Resources for Autism.

Lewisham Neurodevelopment Support Service (NDSS) is a one-year pilot to test a needs-led, relational and holistic offer for children and young people (CYP) with suspected ADHD traits, and their families, with support delivered flexibly through home, school and community-based contact and group provision.

Sitting within the CAMHS Neurodevelopmental Pathway, the Neurodevelopmental Support Service (NDSS) supports children aged 8-12 who are awaiting an ADHD assessment, along with their families. Through a combination of targeted interventions, ongoing advocacy, practical support, and partnership working with schools and other professionals, NDSS helps families better understand their child's needs, identify effective support strategies, and navigate services. The service empowers children and families to advocate for their needs and access timely support while awaiting assessment.

For this service, Resources for Autism will be using a different name: Resources for ADHD.

The Role

NDSS Coordinator team will work directly with children awaiting ADHD assessment and their families, providing tailored support within home, school, and community environments. They will help families understand and respond to their child's individual needs, identify effective support strategies, access relevant services, and advocate confidently for appropriate support. Coordinators will also support children to develop self-understanding, recognise their strengths, learn practical strategies for managing challenges, and build confidence, self-esteem, and a positive sense of identity. Each Coordinator will hold a caseload and be allocated families according to their skills and experience, including experience in education settings, family support and one-to-one work with neurodivergent children.

NDSS will sit alongside our existing services in the locality: The Lewisham Autism Hub provides support to anyone who identifies as autistic who lives in Lewisham. It has supported over 900 families and individuals with information, advice, signposting, social groups and workshops since its initial start as a pilot in April 2024. The South London Transitions Project supports autistic 16–25-year-olds in Lewisham and Southwark to improve their wellbeing, transition successfully into adulthood and help them thrive by delivering social groups, workshops and mentoring.

Main Responsibilities:

- Hold and manage a moving caseload of children and families receiving support through NDSS.
- Carry out needs-led assessments and contribute to individual support plans.
- Use neurodevelopmental profiling tools to identify strengths, needs and areas for intervention.
- Deliver one-to-one support with children and young people.
- Provide practical family support and coaching to parents and carers.
- Work with schools and other partners where required to support children/families, build understanding and skills in ADHD and neurodivergence and promote understanding of children's needs.
- Help to facilitate group programmes, workshops and peer support opportunities.
- Support families to implement ADHD-informed strategies at home and in school.
- Advocate for children and families within education, health and community settings.
- Maintain accurate case records and outcome monitoring data.
- Contribute to safeguarding processes and multi-agency planning where appropriate.
- Work collaboratively with colleagues to ensure timely and effective support.
- Uphold and adhere to the values of RfA at all times.
- Ensure there is always compliance with RfA's safeguarding policies and procedures.
- All staff are expected to promote equality in the workplace and in our services.
- Undertake any other duties asked of you that are commensurate with your grade.

Flexible working:

Evening work will be required to deliver services to children and their families. Some weekend work may be required on occasion. Core work hours are 9:00 – 5:30, though specific hours will vary depending on the needs of the service.

Person Specification

Skills and experience	Essential	Desirable
Experience working directly with children with ADHD and their families	**x**	
Experience directly supporting children with ADHD, SEND or other neurodivergent needs	**x**	
Ability to work collaboratively with parent/carers and professionals	**x**	
Confident delivering individual and group-based interventions for children and/or parent/carers	**x**	
Experience maintaining case records and monitoring outcomes.	**x**	
Experience working within SEND, CAMHS, Neurodevelopmental or Early Help services		**x**
Experience of support planning and family-centred practice		**x**
Experience implementing classroom strategies and pastoral support to children with ADHD		**x**
Experience delivering therapeutic, coaching or mentoring interventions for children with ADHD.		**x**
Commitment to a relational, strengths-based and holistic approach.	**x**	
Understanding of the challenges faced by children and families awaiting neurodevelopmental assessment.	**x**	
Ability to work collaboratively across education, health, social care and voluntary sector partners.	**x**	
A commitment to inclusion, participation and co-production with children, young people and families.	**x**	
Lived experience of neurodivergence		**x**
Standard skills expected of all staff		
Excellent communication skills (written and verbal) adaptable to different populations including: colleagues, external professionals, service users, families, volunteers, donors	**X**	
Strong organisational and prioritisation skills	**X**	
Good understanding of Safeguarding	**X**	
IT skills: proficient with Office 365	**X**	
Self-starter and able to work independently, using own initiative	**X**	
Non-judgemental, compassionate	**X**	

Confidentiality and Safeguarding

You will have access to confidential information concerning families and other service users and will be required to maintain confidentiality at all times.

All staff have the following safeguarding responsibilities:

- Actively promote the safety, wellbeing and inclusion of all children, young people and vulnerable adults accessing our services.
- Follow organisational safeguarding policies, procedures and codes of conduct at all times.
- Maintain clear professional boundaries and model safe, respectful and appropriate behaviour.
- Recognise and respond appropriately to safeguarding, welfare or behaviour-related concerns, reporting these promptly and in line with organisational procedures.
- Work in a way that reduces risk and supports positive behaviour, emotional regulation and individual communication needs.
- Contribute to a culture where safeguarding concerns are shared appropriately, listened to, and taken seriously.

Staff Benefits

90% of our staff say that Resources for Autism is "a great place to work".
Not only will the work you do ensure we are making vital differences and inspiring others, but our other benefits also include:

- flexible working patterns with the option to work in a hybrid way (only available for some roles)
- 25 days of leave (pro rata for part time roles) each year plus 8 bank holidays and an additional 3 Celebration days that could be used between Christmas and new year, but may be used for other religious days or significant days such as your birthday
- access to ongoing training and progress in the areas that interest you
- access to our wellbeing initiatives and an Employee Assistance Programme
- enrolment on to our pension scheme
- a supportive, warm and fun working environment made up of values driven people who are passionate about changing the world for autistic people

Application process:

In order that we adhere to Safer Recruitment processes, all applicants are required to complete an application form which must include your **full** employment history with clear details, any gaps in employment need to be outlined and explained. You are also required to provide details of your full education history.

Regulated activity roles statement (anyone working directly with children or vulnerable adults such as support workers, group leaders): This role is exempt from the Rehabilitation of Offenders Act 1974. **All applicants** will be subject to an Enhanced Disclosure and Barring Service (DBS) check, including a check of the relevant Barred List(s), in line with DBS eligibility criteria and the DBS Code of Practice.

In your personal statement we would like to see how you feel you meet the person specification and the requirements/responsibilities of the role.

If for any reason, such as due to accessibility, you feel completing an application form will present a challenge, you can contact us via the below email and we may explore other options with you.

To discuss the role informally or if you need to contact us you can contact the HR team via recruitment@resourcesforautism.org.uk

We particularly welcome applications from global majority candidates, LGBTQIA+ candidates and disabled candidates, because we would like to increase the representation of these groups at Resources for Autism. We want to do this because we know greater diversity will lead to even greater results for our community.

As you would expect, we are a neuro-affirming employer, with a strengths and rights based approach to neurodiversity which affirms neurodivergent identity – we don't want to "fix" or "cure" autism, and we don't see it as a "disability" however we do recognise it can be "disabling". We are working to improve the ways in which we recruit and support neurodiverse employees and those with lived experience of neurodiversity.

RfA is a Disability Confidant employer and candidates who meet the minimum essential criteria, that have a disability will be guaranteed an interview.

Deadline for applications: Reviewed as applicants received.
Interviews: Arranged as suitable candidates apply.