



POST: *Autism Community Inclusion & Youth Development Project Lead*

LOCATION: *858 Finchley Road, NW11 and other local community venues*

SALARY: *£30,000 pa*

HOURS: *Full time 37.5 hours*

Reports to: *Services Delivery Lead or Service Manager*

Direct Reports: *Autism Support Worker (delivering Sparks/Flame) and volunteers*

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, Resources for Autism (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.

The Role

To establish, lead and develop Resources for Autism's Sparks, Flame and Building for the Future programmes across Barnet and Brent, supporting autistic children and young people aged 10-19 to develop confidence, identity, resilience, independence and meaningful participation in their communities.

The postholder will oversee project delivery, manage volunteers and support staff, build partnerships with schools and community organisations, deliver direct support to children and young people, and ensure high standards of safeguarding, quality and impact measurement.

Through a combination of group work, mentoring and community inclusion activities, the role will empower autistic young people to navigate key life transitions and build the skills, confidence and relationships needed to thrive.

The main service user cohort will be autistic children and young people who may not meet thresholds for specialist statutory support but who experience barriers relating to confidence, social inclusion, anxiety, wellbeing and independence.

Main Responsibilities:

Project Leadership

- Lead the delivery and development of Sparks, Flame and Building for the Future.
- Manage referrals, assessments and allocation of support.
- Coordinate project timetables and delivery plans.
- Develop relationships with schools, community organisations and referral partners.
- Promote the project and support participant recruitment.

Building for the Future Programme (BFTF)

- Recruit and train BFTF Volunteers
- Support volunteers to, and take a small caseload yourself to deliver one-to-one mentoring to autistic children and young people with lower level support needs.
- Support young people with their identity, confidence and to identify interests, goals and community opportunities.
- Develop participation plans and transition pathways.
- Accompany young people into community settings where appropriate.
- Work with clubs, activity providers and community organisations to increase autism awareness and accessibility.
- Build and maintain relationships with community groups, clubs, leisure providers, volunteer organisations and other partners to create inclusive pathways and opportunities for autistic young people.

Group Programme Oversight

- Oversee and deliver Sparks and Flame groups (x 4).
- Plan group themes and curriculum.
- Ensure activities support social skills, wellbeing, independence and transitions.
- Support staff and volunteers during sessions.
- Lead delivery of sessions directly.

Volunteer Management

- Work with HR to recruit, then induct and supervise volunteers.
- Deliver training and support.
- Allocate volunteers to mentoring and group activities.
- Monitor volunteer performance and wellbeing.

Safeguarding & Quality

- Act as a safeguarding lead within the project.
- Maintain risk assessments.
- Ensure safe practice in community and group settings.
- Maintain records and case notes.

Monitoring & Evaluation

- Complete Outcomes Star assessments.
- Collect participant and parent feedback.
- Produce reports for funders and senior management.
- Develop case studies and evidence of impact.

General

- 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:

This role requires out of hours working at evenings and weekends. This is non negotiable.

Person Specification

Skills and experience	Essential	Desirable
Experience supporting autistic children and young people.	X	
Experience coordinating projects or services.	X	
Experience supervising staff or volunteers.	X	
Understanding of autism and neurodiversity.	X	
Strong safeguarding knowledge.	X	
Ability to build partnerships with schools and community organisations.	X	
Excellent organisational and report-writing skills.	X	
Relevant degree or professional qualification in health/social care/ teaching or similar		X
Experience of mentoring, coaching or supporting young people on an individual basis.	X	
Experience of monitoring outcomes and demonstrating impact through data and evaluation.	X	
Knowledge of community engagement, community development or inclusive participation.	X	
Knowledge of local Barnet and Brent community services.	X	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: 14th September

Interviews: week beginning 21st September