



POST: *Adults Local Area Coordinator*

LOCATION: *858 Finchley Road, NW11 6AB and occasional other local community venues*

SALARY: *£30k pa*

HOURS: *Full time*

Reports to: *Services Manager*

Direct Reports: *Local Area Leader and Deputy and other sessional support workers and volunteers*

Flexible working: This role will require out of hours working at evenings and some weekends.

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

Oversee, coordinate and deliver RfA's localised adult groups and pathways so autistic adults (mainly lower-medium support needs) build independence, social connections, empowerment, and identity. Ensure the right people are in the right groups, and service user journeys remain proactive (mindful of and minimising any stagnation of groups or creating dependencies). Supervise the Area Leader, sessional staff and volunteers to deliver impact.

We are looking for a value led individual who is energetic and self-motivated with a 'can do' attitude. The ideal candidate will be a strong team player and an excellent communicator.

Key programmes to deliver/oversee

- Oversight of the Adults Service Groups: Au Struck, Inbetweeners, Independence, High Need groups.
- Deliver and lead
 - Au Struck group for autistic adults aged 18-25 with lower needs. Key focus on independence, social connections, empowerment, identity.
 - Inbetweeners group for autistic adults with medium needs. Key focus on providing a safe space to unmask, building life and soft skills and encourage peer to peer support.
 - Independence Programme for autistic adults with lower needs. Co-deliver with Area Leader. Key focus on building knowledge around finance/budgeting, health & hygiene, shopping, diet, routines, travel confidence, etc.
 - Online peer support group; an open space for facilitated Q&A and peer support for un/diagnosed adults. Sessions could be themed or open platform. Run in collaboration with the Adults Area Leader, either joint deliver or alternating.
 - Paid 1:1 Autism Advice sessions (as needed) — online guidance for autistic adults seeking tailored advice (part of RfA's paid services framework).
- Oversight and support where needed;
 - Paperwork Club which is run by volunteers and support form completion/admin for autistic adults; ensure the smooth running of the group.
 - Volunteer led Social Group(s); support volunteer(s) who host the group in the community; focus is on enabling warm, inclusive social connections.
 - Online Dungeons & Dragons group(s); ensure alignment with safeguarding and inclusion; ensure smooth running of the group
 - Community Connections; connecting autistic adults safely to other opportunities in their communities, not just signposting; warm handovers, first visit support, follow ups to embed people into wider community offers. *Possible* caseload to be carried: circa 4 to 5 people. Otherwise, management/ oversight of this service as needed. Volunteers will also be integral in this service.

This service model is pragmatic combined model which requires smart thinking and proactive planning to ensure service users are matched to the right services and supported/ encouraged along a seamless journey whilst with RfA.

Main Responsibilities:

- Operational coordination: Scheduling, venues coordination, attendance tracking, waitlist & triage, risk assessments, and session logistics.
- Right person, right group: Intake calls and short needs assessments; eligibility checks; matching to relevant service i.e. Austruck vs. Inbetweeners; timely re-routing of SU's as needs change.

- Proactive journeys: Create progression plans with participants (goals, timelines, milestones); prevent stagnation by offering next-step activities or 'graduation' pathways.
- Create connections to ensure the services are well advertised in the right places, to attract the individuals who would benefit from accessing our support.
- Staff management: manage the Area Leader and support workers within this team.
- Volunteer management: Recruit/manage volunteers (Paperwork Club & Socials + any other vols supporting groups or Comm Connections work); provide role descriptions, training, and supervision; manage rotas and feedback.
- Safeguarding & quality: Maintain boundaries, incident reporting, and accessible practice; escalate concerns; ensure psychologically safe spaces.
- Measurement & reporting: Collect attendance, demographics, short outcomes and evaluations (confidence, independence skills, social connections), brief case stories; feed into RfA dashboards/funder reports.
- Partnerships: Liaise with local hubs, adult education, employment services, and peer networks to widen opportunities and promote RfA's adult offer as required.
- Continuous improvement: Gather participant feedback; adjust topics, pacing, and accessibility to maximise engagement and progress.
- Work with finance re fees and invoicing for attendance at services/ groups.

Core responsibilities for every role:

- Uphold and adhere to the values of RfA at all time
- 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

Person Specification:

| Skills and experience | Essential | Desirable |
|---|-----------|-----------|
| Significant experience coordinating support services or programmes for autistic individuals or other neurodivergent people, including managing multiple groups or caseloads simultaneously. | X | |
| Demonstrable experience in group facilitation, including planning, delivering, evaluating, and adapting sessions for diverse access needs. | X | |
| Experience conducting structured intake, triage, or needs assessments, ideally with autistic adults, and making informed decisions about suitability and progression. | X | |
| Relevant or transferrable qualifications/ significant experience in health and social care, youth work, adult services. | | X |
| Staff and volunteer management experience, including recruitment, induction, training, supervision, and performance oversight. | X | |
| Experience developing personalised progression plans or support pathways, and proactively supporting people to move through a service. | | X |

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| Clear experience maintaining safeguarding, risk assessment, and incident-reporting standards within community or support environments. | X | |
| Experience working within a strengths-based, neurodiversity-affirming practice model, demonstrating good understanding of sensory needs, masking, burnout, executive functioning, and autistic communication styles. | | X |
| Proven experience of working with external partners (e.g., community hubs, education, employment services, local VCSE organisations) to widen opportunities for service users. | X | |
| Experience collecting and reporting service-level data, including attendance, demographics, outcomes, and case stories. | | X |
| Skilled at boundary-holding, maintaining psychologically safe spaces, and managing group dynamics. | X | |
| Lived experience or professional experience relating to autism. | 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 | |
| Thorough 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

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

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 education history.

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 you would struggle to complete an application form 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 Confident employer and candidates who meet the minimum essential criteria, that have a disability will be guaranteed an interview.

Deadline for applications: 12th June

Interviews: To be confirmed