



POST: *Group Support Volunteer*

LOCATION: *858 Finchley*

SALARY: *Voluntary Role*

HOURS: *At least one hour per week one hour pw*

Reports to: *Hub Coordinator*

Direct Reports: *NA*

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

Barnet Children & Families Autism Hub is a supportive, neuroaffirmative space designed for autistic children, young people, and their families. It acts as a one-stop community hub offering resources and information both before and after diagnosis. The Hub provides social opportunities, workshops, and activity groups for children and young people, alongside drop-ins, guidance, and tailored interventions for families who may need support navigating health, education, or autism pathways. Staff and partner professionals are available both in person and online to offer advice, answer questions, and help families at any stage of their autism journey. The Hub is based at 858 Finchley Road in Barnet, which is where this volunteer role will be based.

Main Responsibilities:

- Support group facilitators with session activities.
- Help create an inclusive, safe and welcoming environment.
- Engage positively with young people to encourage social interaction.
- Adapt communication styles to meet individual needs.
- Support participants to build confidence and reduce social isolation.
- Maintain appropriate boundaries and follow RfA safeguarding procedures

Leave the following responsibilities in 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
<i>Experience or interest in Autism</i>	x	
<i>Able to commit to attending weekly group sessions</i>	x	
<i>Ability to adapt communication styles</i>	x	
<i>Empathy, patience and reliability</i>	x	
<i>Willingness to complete induction training before supporting in-group</i>	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

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

Role Benefits

- access to ongoing training and progress in the areas that interest you
- access to our wellbeing initiatives and an Employee Assistance Programme
- 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 Confidant employer and candidates who meet the minimum essential criteria, that have a disability will be guaranteed an interview.

Deadline for applications: (Insert day and date)

Interviews: week beginning (Insert day and date)