

- POST:** Southwark (Autistic Adults) Leader
- LOCATION:** Southwark
- SALARY:** £17.58 per hour (based on leader rate: £15.69ph + 12.07% annual leave add on)
- CONTRACT:** 18 months fixed term
- HOURS:** 360 hours total over an 18 month period (20 hours per month re: payment)
- **Part 1:** 4.5 hours for 50 weeks **over an 18 month period**. Service will be delivered in 4 x 10 week sessions **Friday's** 6:00-9:00 pm, term time. The additional hours: 1.5 hours for admin and planning during delivery time. Pre and post service delivery, hours will be used for service design, recruitment and sign up of attendees, additional wrap around support to attendees as required.
 - **Part 2:** 4.5 hours **fortnightly, term time only**, 20 weeks per year (30 weeks in total over 18 month period): **Thursday evening** 6:00-9:00, with additional 1.5 hours for planning and admin.

Reports to: Southwark Project Manager

Direct Reports: Sessional support workers 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 412878 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 support the delivery of RfA's adult offer in Southwark and Lewisham ensuring quality, a proactive approach and impactful outcomes for attendees. Supervise some staff/ volunteers and co-delivering programmes so participants progress (avoiding any 'stagnation'), and enabling, empowering pathways across RfA's services.

We are looking for an energetic person, who is self-motivated. You will need to be a good team player, responsive to the individual needs, being able to motivate, while working as part of the group to deliver the group targets and the individual targets.

Key Programmes to Deliver/Oversee

Establish, Lead and support an AuStruck group for autistic adults 25+ who are independent or semi-independent, and lead our existing social group for 18-25 years olds (which is currently part of our Merchant Taylor’s funded work for Lewisham and Southwark).

In line with RFA’s 2025-2030 strategy, the group will support individuals to build confidence, independence and peer connections in a supportive environment.

The new AuStruck group (for 25+) will run for 10 weeks per term, with a probable new intake of some individuals each term.

Responsibilities

- **Group leadership:** Adapt session plans, resources, accessibility features; ensure content is neuro-affirming and progression-focused.
- **Practice supervision:** Provide supervision to support workers/volunteers; co-facilitate sessions; lead debriefs and quality reviews.
- **Outcomes framework:** capturing/ measuring impact (confidence, life-skills domains, social connection indicators); adhere to **entry/exit criteria** and **progression pathways**.
- **Data & reporting:** Collect service evaluations as per the required timelines, produce short narratives, case studies as required in collaboration with the Area Coordinator meeting any required outcomes and KPI’s.
- **Risk & safeguarding:** Lead on risk assessments for activities, boundaries in volunteered spaces, maintain boundaries, incident reporting, and accessible practice; escalate concerns; ensure psychologically safe spaces.
- **Proactive journeys:** Create progression plans with participants (goals, timelines, milestones); prevent stagnation by offering next-step activities or 'graduation' pathways.
- **Partnerships:** Liaise with local hubs, adult education, employment services, and peer networks to widen opportunities and promote RfA's adult offer.

Core Responsibilities:

- 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
Experience delivering structured group programmes for autistic adults.	X	

Previous work with adults who have lower–medium needs, including managing varied communication and sensory profiles.	X	
Experience facilitating groups both independently and jointly with colleagues or volunteers.	X	
Experience completing light-touch assessments, triage, or intake to ensure appropriate group placement.	X	
Experience supervising or supporting staff/volunteers and handling safeguarding or risk-related situations.	X	
Experience designing and delivering structured group programmes for autistic adults.	X	
Strong facilitation skills, able to create safe, inclusive, empowering group environments.	X	
Ability to design engaging, neuro-affirming session plans and resources.	X	
Confident in supporting participants' progression through goal setting, motivation, and structured next steps.	X	
Excellent communication and interpersonal skills, including managing group dynamics and de-escalation.	X	
Strong organisational skills, able to manage data, records, reporting, and digital tools effectively.	X	
Solid understanding of autism, neurodiversity, masking, sensory differences, and autistic adult experiences.	X	
Knowledge of neuro-affirming practice and strengths-based, anti-coercive approaches.	X	
Understanding of adult safeguarding, boundaries, and creating psychologically safe spaces.	X	
Awareness of signs of distress, burnout, or dysregulation and how to respond appropriately.	X	
Transferrable qualifications in health, social care, youth work or a similar profession.		X
A commitment to ongoing professional development related to autism, facilitation, or adult support.	X	
Emotionally intelligent and calm under pressure, able to support varied emotional states. Reflective, self-aware, and open to learning through feedback and supervision.	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	
Committed to equality, diversity, and reducing inequalities	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	
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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 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)