



POST: *Autism Hub Coordinator*

LOCATION: Lewisham Autism Hub, Lewisham SE6

SALARY: £30k pro rata

HOURS: Part-Time (28 hours), flexible with occasional weekend and evening work

Reports to: Hub Manager

Direct Reports: N/A

About Resources for Autism

Resources for Autism's vision is a world where autistic people can live fulfilling lives, with equal chances to those of their non-autistic peers. For over 27 years, we have provided practical support for autistic people and for those who love and care for them. From 1:1 support to group activities, therapy sessions, from parent and sibling groups to holiday play schemes, we aim to give those whom we support a better and happier life.

As an organisation, we pride ourselves on our openness, commitment to our community, and supporting each other. Many of us enjoy the benefits of flexible working, and our staff turnover is remarkably low – which some attribute to being part of a productive, supportive, non-political and warm working culture.

Our practice as an organisation is founded on the fundamental ethos of acceptance for an individual exactly as they are and from that place we work with their environment (be it parents, teachers, professional networks) to ensure the individual is appropriately understood and supported to be the best version of themselves they could ever be. We do not see an individual's behaviour as challenging per se, but we see their behaviour as challenging services. Our aim goes beyond developing resilient parents or resilient children but to creating resilient services that are aware and inclusive of neurodivergence.

Lewisham All-Age Autism Wellbeing Hub

Resources For Autism are in the first year of delivering 2-year proof of concept contract with London Borough of Lewisham and the and the NHS Southeast London Integrated Commissioning Board (NHS SEL ICB) to run an All-Age Autism Wellbeing Hub in the London Borough of Lewisham.

The vision of the hub is to create a welcoming, safe, neuro-affirmative place where autistic people and those who love and care for them can access the support and social opportunities they need at the right time, enabling them to live their best life. It will also be a place where professionals can connect, collaborate and learn ensuring our services are more joined-up and effective.

The service will offer a range of support across the spectrum of need and across the lifespan for the Autism Community in Lewisham. Specifically, the service will include:

- Advice support and signposting to the autism community, pre and post diagnosis
- Weekly drop ins
- Social groups for autistic young people, adults and those who love and care for them.
- Calendar of monthly workshops on specific issues addressing the needs of autistic people and/or their parent/carers
- Behaviour strategies for parents
- Case work up to 12 hours of direct support to autistic people and/or their parent/carers at times of greater need.
- Autism Training to South London organisations
- An online directory of services available to the Autism Community in Lewisham

You will work as part of a team to deliver all elements of this service and holistically support families who access our hub. The Autism Coordinator will be responsible for the delivery of some of the elements of this service.

We are looking for a values-driven candidate with previous experience of direct work with autistic young people, adults and/or their carers in both group and 1:1 settings and advanced knowledge of autism.

You will have a great team of people around you and the opportunity to be part of an innovative new service with wellbeing at its heart which will make a positive difference to the Autism Community of Lewisham.

The role:

The role will involve

- Overall responsibility ensuring the advice and signposting service is responsive and available through a variety of accessible ways including drop ins, phone, online and following up on referrals
- Design, deliver and lead social groups and workshops for Autistic individuals and their parent/carers
- Supervise the work of sessional support staff and/or volunteers.
- Contribute to the design and development of monthly events/workshops for parents/carers, young people and adults and ensure topics are updated regularly and are needs driven.

- Advertise the service to families, autistic individuals and professionals in Lewisham ensuring that it reaches the right people.
- Work closely with a co-production panel made up by experts by experience who can shape the direction of the service.
- Undertake appropriate risk assessments of all activities undertaken.
- Contribute to the development and maintenance of an online directory that is regularly updated.
- Make sure all outputs and outcomes of the service are captured and maintain a library of case studies that help showcase the impact of the work.
- Work with the wider Resources for Autism teams including colleagues in Behaviour, People Team, Finance and Fundraising, contributing meaningfully to the future direction of RfA.
- Undertake training and development necessary to develop in your role as an autism specialist.
- Maintain confidentiality at all times and work in line with GDPR and best practice

Person Specification:

Skill	Essential	Desirable
Previous experience of working with autistic individuals and /or families of minimum two years	x	
Excellent understanding of autism	x	
Experience of running groups with autistic young people/adults and/or parent/carers	x	
Experience supervising the work of sessional support staff and/or volunteers.		x
Experience of provide information, advice and signposting support	x	
Knowledge of local offer in Lewisham		x
Excellent and adaptable communication skills (written and verbal)	x	
Experience in creating engaging resources to promote services, including		x

written materials, digital content, or visual assets		
Neuroaffirmative approach to autism	x	
Lived experience of Autism		x
Good understanding of Safeguarding and experience of conducting risk assessments	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	
Confident user of digital tools and technology to support service delivery, logging output, and communication (e.g Office 365, Canva, Wordpress)	x	
Ability to work flexibly including at least two evening/one weekend a week	x	
Excellent organisational and prioritisation skills	x	
Self-starter and able to work independently using own initiative	x	
Nonjudgemental, compassionate, and values driven and with a passion to make a difference to the lives of those whose voices are often marginalised.	x	

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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:

- Promote and uphold the safety, wellbeing and dignity of children, young people and vulnerable adults whose information is held by the organisation.
- Comply at all times with the organisation's safeguarding, confidentiality and data protection policies and procedures.
- Maintain appropriate professional boundaries and ensure that all sensitive and confidential information is handled securely and responsibly.
- Identify and respond appropriately to any safeguarding or welfare concerns arising from records or information accessed, reporting concerns promptly in accordance with organisational procedures.
- Carry out duties in a manner that minimises risk, particularly when accessing, handling, scanning and storing confidential records.
- Contribute to a safeguarding culture in which concerns are appropriately shared, listened to and acted upon.

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. 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: 7th of August

Interviews: Interviews will be conducted the week commencing 10th of August.