



POST: Specialist Autism Coordinator

LOCATION: *RfA office base: 858 Finchley Road, London, NW11 6AB.*

This role will require regular travel across the Borough of Barnet

SALARY: £28,762 to £30,000 per annum, depending on experience

HOURS: Full time: 37.5 hours, including one weekend day and evenings

Reports to: Service Manager

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

Main Responsibilities:

The **Early Help Project** is an exciting and evolving initiative that has been working in partnership with the **Barnet Early Help team since 2020**. The project aims to **reduce behavioural challenges and prevent family breakdown** by offering early, meaningful, and practical support to families of autistic children and young people.

The role of the **Specialist Autism Coordinator** is central to the success of this work. You will support families referred to us through the Early Help pathway by helping them **understand and manage their**

child's behaviour, introducing sustainable support strategies, and **empowering both individuals and families** to build confidence and long-term resilience.

Each family receives up to **12 weeks of tailored support**, with the intensity and frequency of visits determined by individual need. As an **experienced autism coordinator**, you will work closely with our Behaviour Managers to design and deliver personalised approaches that reflect the unique strengths and challenges of each family.

You will be a **strong advocate for our values and our Positive Behaviour Management (PBM) approach**, consistently demonstrating empathy, professionalism, and integrity in your work with families, colleagues, and other professionals.

In return, you will receive **ongoing training and professional development**, including in areas such as behaviour management, mental health, trauma-informed practice, and other fields that align with your professional interests and development goals.

Family Support & Intervention

- Deliver intensive short-term family support interventions lasting approximately 3-12 weeks.
- Work with approximately 7 families at any time, supporting between 20 and 28 families per year.
- Undertake initial assessments alongside the Service Manager and relevant professionals.
- Work with families to identify strengths, needs, goals and desired outcomes, and develop structured, autism-specific support plans.
- Build trusting relationships with families who may be resistant to services or experiencing crisis.
- Provide practical support to improve routines, communication, emotional regulation, sleep, boundaries, transitions and daily living skills.
- Offer flexible, autism-specific support across the spectrum, taking account of the needs of the autistic child or young person, parents, carers and siblings.

Skills Modelling

- Deliver home-based and community-based sessions that model practical autism strategies.
- Demonstrate co-regulation techniques, visual supports, sensory strategies and communication approaches.
- Support parents and carers to understand behaviour as communication.
- Use approaches such as body doubling, parallel play, structured prompting and visual supports.
- Gradually build family confidence and independence through coaching and collaborative practice.

- Work in accordance with Positive Behaviour Management principles, using effective de-escalation strategies to reduce incidents and build coping mechanisms.

Professional Partnership Working

- Work closely with Barnet Early Help, the Service Manager, internal teams and other professionals.
- Attend multi-agency meetings, contributing observations, recommendations and high-quality reports to support planning and decision-making.
- Build relationships with local agencies and support services, signposting and connecting families to appropriate community provision.

Recording & Outcome Measurement

- Maintain accurate and timely case records, intervention plans, reviews, closure reports and other required documentation.
- Use agreed outcome-monitoring tools to evidence progress.
- Gather family feedback and outcome data.
- Contribute to service monitoring and evaluation requirements.

Safeguarding & Risk Management

- Safeguard children, young people and vulnerable adults in accordance with organisational policies.
- Recognise, respond to and report safeguarding concerns promptly in line with organisational procedures.
- Undertake risk assessments and contribute to risk management plans, maintaining a proactive approach to keeping everyone safe.
- Maintain professional boundaries and confidentiality.

Quality & Professional Development

- Participate in supervision, reflective practice and team meetings.
- Attend mandatory training and relevant CPD, including safeguarding, trauma-informed practice and autism-specific approaches.
- Contribute to service development and continuous improvement initiatives.
- Support and mentor new team members by modelling best practice and encouraging a positive, inclusive work culture.
- Keep up to date with developments in autism practice and neurodiversity.

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 may require occasional out of hours working at evenings; however this would be planned ahead.

Person Specification

Skills and experience	Essential	Desirable
<i>Relevant qualification in social care, youth work, education, psychology, health, family support or related field, or equivalent experience.</i>	X	
<i>Good understanding of autism and Neurodivergence.</i>	X	
<i>Understanding of behaviour as communication.</i>	X	
<i>Knowledge of safeguarding children and young people.</i>	X	
<i>Understanding of strengths-based and person-centred practice.</i>	X	
<i>Awareness of the challenges experienced by families of autistic children and young people.</i>	X	
<i>Experience supporting autistic children, young people and/or their families.</i>	X	
<i>Experience delivering direct support in family homes, schools or community settings.</i>	X	
<i>Experience building positive relationships with parents and carers.</i>	X	
<i>Experience managing challenging situations and supporting emotional regulation.</i>	X	
<i>Experience maintaining case records and reports.</i>	X	
<i>Ability to work independently and manage a caseload.</i>	X	
<i>Ability to balance empathy with a clear focus on outcomes.</i>	X	
<i>Knowledge of PDA, ADHD and sensory processing differences.</i>		X
<i>Understanding of local authority pathways and disabled children's services.</i>		X
<i>Experience supporting families in crisis or at risk of breakdown.</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 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: Reviewed as applicants received.

Interviews: Arranged as suitable candidates apply.