

NWL Specialist Adult Autism Advisor



Centre for ADHD & Autism Support

2nd Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

Job Description

Job Title:	Specialist Autism Advisor
Terms:	Between 18-32hrs per week, suits job share. Permanent Flexible hours: evening and weekend work is required, and the hours may differ each week, depending on the activity that is being undertaken. Additional project work may be available on an ad-hoc basis.
Salary:	£31,000 - £32,000 FTE per annum dependent on experience
Accountability:	Reports to the Adult Autism Team Lead
Location:	Offices based at Television House, 269 Field End Road, Eastcote, HA4 9XA. This role will spend 1/3 of the time in the office, 1/3 of the time in Brent and 1/3 of the time working from home.

1. Job Summary

CAAS provide the Autism Support and Advice Service for the 8 boroughs of NW London, from our base in Eastcote, with a team of 4 Specialist Autism Advisors. This role is intended to particularly support clients from the boroughs of Brent and Harrow, but will be expected to support clients from other boroughs if demand requires.

In general, the role will provide information, advice, and support to autistic adults in Brent and other areas within NW London, with the aim of improving quality of life and developing autism-aware communities.

A significant part of the role will involve consultation and co-production with autistic adults to ensure that the service meets the needs and aspirations of our local autistic population.

2. Key Responsibilities – Supporting Autistic Adults

- Provide one-to-one ad hoc, tailored support for pre-and post-diagnosis (with the support to be co-produced by the service user). This support may include, but is not limited to:
 - Practical support with communication or executive functioning tasks and activities such as making calls, form filling, applying for benefits, plan their week.
- Maintain a public-facing Resource Board.

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- Manage and facilitate a number of regular social groups and courses (such as our Understanding Autism for Supporters workshop, our showcase group or an Expert Reference Group). The specific groups may change depending on funding and take-up, and the groups can take place during weekends and evenings, so there is a need for the role to work flexibly, with differing work patterns each week.

3. Key Responsibilities – Liaison and Consultation

- Deliver and present Autism training to professional organisations
- Engage in co-production events, empowering and supporting autistic people to organise and take responsibility for developing activities, events and projects.
- Map out existing services in Brent and elsewhere in NW London.
- Build networks within the local authority, particularly health, social care, social prescribing and existing voluntary sector providers.
- Liaise with the autism leads in the borough and support autistic people to feed into Local Autism/ Partnership boards.
- Ensure CAAS has appropriate links with statutory and voluntary organisations in Brent and elsewhere in NW London, attending meetings where appropriate.
- Keep abreast of national and local trends and developments affecting autistic adults and identify opportunities for promoting awareness of their needs and the development of appropriate services and support.
- Run monthly 'Autism Connect' sessions for professionals to share autism knowledge and encourage joined-up working.

4. Key Responsibilities - Organisational

- To provide written reports as required by professional agencies and CAAS.
- Assist in promoting the organisation's services.
- To attend regular supervision sessions.
- To ensure the monitoring requirements for the project are met.
- To provide regular progress reports to the Service Manager.
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS and the Law.

5. Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the Adult Autism Team Lead.
- To actively participate and undertake training and development of self and others.

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Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

6. Person Specification - Essential

- Strong organisational skills with great time management. There is a heavy demand for the personal organisation of your workload, managing appointments, diaries and reminders for clients with a focus on making phone calls and being able to communicate effectively with external organisations on the client's behalf.
- Strong and confident communication skills and an ability to represent the organisation internally and externally (via in person meetings, phone-calls, written communications etc)
- Experience/knowledge of working with autistic people.
- Experience/knowledge of the challenges facing autistic people.
- Knowledge/awareness of reasonable adjustments, strategies and coping mechanisms to support autistic people's needs.
- Knowledge of SEN / Adult Social Care Legislation.
- Ability to manage a diverse workload with competing demands.
- Ability to develop relationships with relevant statutory and voluntary sector bodies.
- Ability to monitor work.
- Good oral and written skills and the ability to write and present clear and comprehensive reports.
- Computer Software Skilled (much of the work is managed via technology and computers)

7. Person Specification - Desirable

- Voluntary Sector Experience.
- Counselling, facilitation or coaching skills.

8. Equal Opportunities

CAAS recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates

We also recognise the value of flexible working, so will consider different types of flexibility (such as term time, annualised or compressed hours, and a minimum requirement of 60% working in the office for all staff), as well as the possibility of offering the role on a job share basis

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.