

Specialist Autism Training and Content Officer

Centre for ADHD & Autism Support

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

Registered Charity Number 10807951193799



Job Description

Job Title:	Specialist Autism Training and Content Officer
Terms:	18 - 20 hours per week Flexible hours: evening and weekend work is required, and the hours may differ each week, depending on the activity being undertaken.
Salary:	£33,000 FTE per annum
Accountability:	Reports to the Adult Services Manager
Location:	Based at Television House, 269 Field End Road, Eastcote, HA4 9XA

1. Job Summary

We are expanding the services that we offer in NW London for autistic adults, and are aiming to recruit a new member of staff who can help us create the content used in those services, and to deliver that content, across three main service areas:

1. Providing training to professionals, aimed at creating autism aware and supportive communities. Training will be co-produced with autistic adults, and focused on improving understanding of specific areas such as gender or culture. Additional materials will be created with a particular focus on writing and delivering training that is dedicated to key groups of professionals such as GPs, Mental Health staff and Social Care staff. This role will be expected to deliver the training, as well as develop and produce the materials.
2. Developing and writing the content needed for our new courses for autistic adults. We are looking to provide resources for those waiting for a diagnosis, for those who are parents or supporters of late diagnosed adults, and for supporters who may themselves have a diagnosis. Our experienced team of Specialist Autism Advisors will be able to support with ideas and recommendations for content, but this role will need to create the resources used in our groups and workshops.
3. Improving the provision of our online information resources. We know that we can reach and support more neurodiverse people through our website, by providing information on the conditions, suggesting reasonable adjustment that might be appropriate, and highlighting strategies that might be helpful. To research further information that can support neurodivergent people, to facilitate them in accessing services effectively, and allow them to thrive.

2. Key Responsibilities – Creating Content

- Create new, and update existing, information and content for autistic people, their families, and the professionals who support them, that is user led, accessible, evidence based and accurate.

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To include writing and editing written content, for use on the website, as handouts or guides, or in training PowerPoints

- Engage service-users in the diversification, development, production and evaluation of CAAS information content, whether it be hosted on the website, within our dedicated training offer, or within group workshops.
- Ensure content complies with our CAAS branding, and support with the creation of additional branded materials and templates for use across the organisation.
- Identify options for, and deliver content in a range of mediums, for example through the use of short video clips or graphics.

3. Key Responsibilities – Training

- Develop our training materials, through the use of best practice language and strategies, develop relationships to support the marketing of our delivery offer, and personalise and facilitate training for the local community
- Undertake the tasks necessary to facilitate a smooth training session, such as organising booking forms, sourcing and booking speakers, ensuring appropriate room and tech etc.
- Build networks within the local authority, particularly health, social care, social prescribers and existing voluntary sector providers to encourage uptake of the free training available to them
- Support in the creation of a commercial, profitable training division for CAAS, through marketing and responsive liaison with those who make enquiries and through effective delivery of our commercial training materials
- Review and update our commercial training materials, to ensure consistent branding and attractive, appropriate content.
- Keep up to date with best practice in training and autism sectors to support appropriate, innovative and relevant training.

4. Key Responsibilities - Organisational

- Assist in promoting the organisation's services.
- To ensure effective evaluation of the information and content provided, and on the training sessions created and delivered, use the feedback to improve our delivery, and report on the impact of the services provided to our funders
- To provide regular progress reports to the Adult 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 Service Manager.

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- To actively participate and undertake training and development of self and others.

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 within the scope of the role.

6. Person Specification - Essential

- Demonstrable writing and editing skills, with the ability to make complex information accessible
- Experience of producing print, training and online information or content
- Experience/knowledge of autism, the challenges facing autistic people, and the reasonable adjustments, strategies, and coping mechanisms that might support them.
- Qualified facilitator / demonstratable experience in facilitating groups and delivering training.
- Strong organisational skills with great time management. There is a heavy demand for the personal organisation of your workload and managing appointments, and you will need to be able to manage a diverse workload with competing demands.
- Strong and confident communication skills and an ability to represent the organisation internally and externally (via in-person meetings, phone calls, written communications etc.)
- Ability to develop relationships with relevant statutory and voluntary sector bodies and with other teams and staff members within an organisation.
- Ability to use different forms of communication, such as Canva for graphics, to support in understanding go the topics
- Good oral and written skills and the ability to write and present clear and comprehensive content.
- Computer Software Skilled (much of the work is managed via technology and computers)

7. Person Specification - Desirable

- Voluntary Sector Experience.
- Knowledge of SEN / Adult Social Care Legislation.
- Experience of using Zoom, Eventbrite, Mailchimp, Wordpress and other technology tools to facilitate effective delivery of all the content and training elements of the role.

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.

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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.