

# Sessional Parenting Course Facilitator



## Centre for ADHD & Autism Support

2<sup>nd</sup> Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

### Job Description

<b>Job Title:</b>	Sessional Parenting Course Facilitator
<b>Terms:</b>	3 hours each session, six sessions per course Additional project work may be available on an ad-hoc basis.
<b>Salary:</b>	£25ph, can be paid through payroll or on an invoice basis.
<b>Accountability:</b>	Reports to Head of Client Programmes
<b>Location:</b>	Offices based at Television House, 269 Field End Road, Eastcote, HA4 9XA, or at home, for online courses.

### Job Summary

CAAS provide an ADHD and Autism Support Service for the 8 boroughs of NW London, from our base in Eastcote, with a team of Support Workers. Our work includes offering information, advice, and support to ADHD / autistic people, their families, and professionals in NW London, with the aim of improving quality of life and developing neurodiverse-aware communities. Some of the support is offered through one2one meetings, some of the support is provided through groups and courses which aim to increase understanding and awareness, and provide opportunities for peer support, and some of the support is offered through training and workshops to educate professionals and drive for accommodations to be made to services to allow greater access for our client group.

CAAS is looking for a compassionate and experienced Parenting Course Facilitator to help deliver our three psychoeducational parenting programs designed for families of neurodiverse children on a sessional basis. These termly programs provide essential information, education, and support, empowering parents to navigate the complexities of raising neurodiverse children and provide a toolbox of strategies. This role involves co-facilitating sessions, offering guidance, and creating an inclusive environment both online and in person.

There is no requirement for any experience of working with ADHD / autistic individuals, as we will provide training on the conditions. However, an understanding of the challenges that might be faced, a genuine acceptance of diversity, and a keenness to make an impact are essential.

### Key Responsibilities

#### Supporting Parents at CAAS Courses

- Facilitate psychoeducational parenting programs focused on supporting parents of neurodiverse children.
- Offer tailored guidance, education, and emotional support to parents navigating the unique challenges of neurodiversity.
- Create a welcoming and supportive atmosphere, whether delivering sessions online or in person.
- Collaborate with the CAAS team to continuously improve and adapt the content to better meet the needs of parents.

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- Foster peer support among parents attending the courses, encouraging open discussions and shared experiences.

### Organisational

- Assist in promoting the services
- To attend regular planning sessions
- To support with the monitoring and evaluation requirements for the project
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS and the Law.

### Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the CEO.
- To actively participate in 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 that are within the scope of the role.

### Person Specification - Essential

- **Experience of Facilitating Groups.** Experience in working with and providing support to families. Strong facilitation skills, with experience delivering groups and courses to families.
- **Understanding of ADHD/Autism.** Knowledge of ADHD/autism and how families can support their young people. Knowledge/awareness of reasonable adjustments, strategies, and coping mechanisms to support neurodiverse young people's needs and attendees who may be neurodiverse. Experience/knowledge of the challenges facing families of neurodiverse young people.
- **Supporting Families.** Ability to provide reliable support to families, and to act with integrity in times of stress. Ability to build good working relationships with families who may find it difficult to access support.
- **Interpersonal Skills:** Warm and welcoming demeanour, capable of active listening and using neuro-affirmative language to support inclusive communication. Ability to engage with parents sensitively and with empathy.
- **Keeping people safe.** Experience in safeguarding children and vulnerable adults, data protection, equal opportunities and diversity legislation and best practice.
- **Communication Skills:** Excellent written and verbal communication skills, capable of representing the organisation effectively both internally and externally, with a variety of stakeholders.
- **Adaptability and Probity:** Capable of adjusting to changing priorities, unexpected situations, and managing a variety of tasks efficiently. High level of personal integrity and commitment to 'doing the right thing'. Experience working in both in-person and online environments.
- **Tech Proficiency:** Able to use computer software such as Microsoft Office Suite, Teams and Zoom

### Person Specification - Desirable

- **Voluntary Sector Experience:** Understanding of charity operations

- **Flexibility:** Willingness to work flexible hours if required to meet organisational needs.
- **Commitment to Continuous Learning:** Demonstrated interest in personal and professional development, particularly in areas relevant to the role.

## 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.