



## Telford and Wrekin CVS

*Involving, Inspiring, Supporting*

We are looking to appoint an enthusiastic and motivated person to join our busy team. If you are passionate about supporting disabled people, then this exciting opportunity could be for you.

We have the following post available to contribute to the service provision of Telford Autism Hub.

### **Telford Autism Hub Team Assistant**

**Salary: £5,645 per annum**

**(FTE Salary: £16,937)**

**12 hours per week: Fixed term until 31 March 2022 with the possibility of an extension due to our annual funding review.**

This role is to:

- To support adults with autism and their parents/carers.
- To facilitate and develop links to statutory and voluntary agencies for the benefit of young people 16 plus and adults with care needs
- To support the delivery of the autism hub
- To work alongside the team of volunteers
- To provide office support to ensure a seamless appointment booking system

For an informal discussion contact Debbie Gibbon (CEO) 01952 262066 or by email: [debbie.gibbon@tandwcvcs.org.uk](mailto:debbie.gibbon@tandwcvcs.org.uk)

For an application form, packs are available from Karen Morrow on (01952) 916036 or by email: [karenmorrow@tandwcvcs.org.uk](mailto:karenmorrow@tandwcvcs.org.uk)

The successful candidate will be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS [Code of Practice](#); a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

The successful candidate will be required to complete a questionnaire to assess any health and safety workplace needs through the Local Authority's Occupational Health Service.

**Closing Date: 3pm on Wednesday 3 November 2021**

Registered Charity Number: 702589