



Telford and Wrekin CVS

Involving, Inspiring, Supporting

We are looking to appoint an enthusiastic and motivated person to join our Adult's Autism Hub. If you are passionate about supporting adults with autism and their families, then this exciting opportunity could be for you.

Telford Autism Hub (Adults) Senior Manager

Salary: £18,581 per annum

24 hours per week: Temporary contract until 31 December 2022 with the possibility of an extension due to annual funding review.

This role is to:

- To support the team to work with people over the age of 16 and their families.
- To facilitate and develop links to statutory and voluntary agencies for the benefit of people over the age of 16, their parents/carers and our service.
- To support and deliver the day-to-day operational delivery of the service provision
- Recruitment, support and supervision of the staff team and volunteers
- Collation of data, maintaining records and reporting to local and national funders.
- Facilitating service steering groups ensuring they are client lead, challenge operational delivery and steer the service
- Using data to identify gaps in service provision
- Ensure case studies and evaluations are carried out regularly collecting and analysing customer satisfaction
- To set and monitor a budget including responsibility of income and expenditure in line with the organisations finance controls
- To identify and bid for funding opportunities

For an informal discussion contact Debbie Gibbon (CEO) 01952 262066 or by email 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

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be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn.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 Friday 12 November 2021.

Registered Charity Number: 702589