



Telford and Wrekin
CVS
Involving, Inspiring, Supporting

Registered Office:
The Glebe Centre
Glebe Street
Wellington
Telford
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TF1 1JP

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www.telfordandwrekin cvs.org.uk

TELFORD AUTISM HUB TEAM ASSISTANT

FIXED TERM UNTIL 31 March 2021

(Previous applicants need not apply)

About Telford & Wrekin CVS

Telford and Wrekin CVS aim to bring together organisations which are important in the life of the community so that they can work together effectively for the good of the area by:

- improving co-operation;
- expressing social needs;
- sharing information;
- helping to direct resources to areas of greatest need;
- promoting direct services;
- encouraging self-help.

It consists of representatives of voluntary and community organisations concerned with family welfare, disability, health, community affairs and amenities, together with representatives of the local authority and other statutory services.

It provides:

- Relevant information and support to voluntary and community organisations working across Telford.
- A variety of training to suit the needs of the voluntary and community sector.
- A recruitment and placement service for volunteers which also aims to develop good practice in volunteering, accredited by NCVO.
- Information and support to Parents/Carers of Children with Special Educational Needs.
- Information and support to Adult Carers and Young Carers.
- Information, advice and support to people aged over 16 living with Autism.
- A community café providing information, advice support and meals to those living within the local community. The café is also a training environment offering employability opportunities and skills.

The CVS is affiliated to the National Association for Voluntary and Community Action (NAVCA), the National Council for Voluntary Organisations (NCVO).

Telford and Wrekin CVS are a registered charity delivering contracts on behalf of the local public authorities and various funding bodies.

About Telford Autism Hub

Telford Autism Hub (TAH) provides support to people aged 16 plus who have autism. It includes local people who may have other care needs. TAH is a project of Telford and Wrekin CVS, a registered charity.

The project is delivered by a team of staff and volunteers (some who are experts by experience). The work focuses around prevention and low-level intervention to support Autistic people. TAH provides pre and post diagnostic support to adults with autism. The intention of the holistic support includes sign posting to many organisations and supporting volunteering, education placements and employment.

The project aims to promote independent living, tackle social exclusion and empower local people. It offers a first point of contact for local people to be able to access information, advice and support.

About the Job

Job Title: Telford Autism Hub Team Assistant

Responsible to: Telford Autism Hub Service Manager

Job Purpose:

- To support adults with autism.
- 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

Main Responsibilities

- To arrange appointments for pre-diagnostic assessment support
- Assist with identifying needs of clients
- To provide feedback to GP practices on the outcome of ASD Assessments
- To book appointments with partners supporting the autism hub
- Keep database up to date
- To answer the telephone
- Keep the Service Manager updated with any relevant information
- To support the delivery of the autism hub which include drop ins

It is expected that the Team Assistant will carry out other reasonable duties from time to time as appropriate.

TAH Service operates a friendly, informal team. However, we aim to maintain the highest standards of service and efficiency. Support, supervision and training, where necessary, will be provided.

Qualifications

Evidence of a solid general education and GCSE English Language pass at A-C level is required along with good keyboard skills and the ability to use Microsoft Office applications, i.e. Word, Excel, Outlook, Internet Explorer and an understanding of Access.

Evidence of further education or training that would support your application.

Extracts from Conditions of Service

- The post is for 24 hours per week.
- Salary: £11,027.28 (FTE: £16,540)
- Expenses of travel will be reimbursed.
- Holiday entitlement – 4 working weeks plus public bank holidays as agreed.
- Superannuation – eligible employees will be auto-enrolled into the Pensions Trust pension scheme. The employee may elect to opt out of this.
- The post holder will be required to undertake Enhanced Disclosure and Barring Service check. Where the post holder will work in contact with vulnerable adults, Telford and 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 and 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 post holder will be required to complete a questionnaire to assess any health and safety workplace needs through the Local Authority's Occupational Health Service.
- Normal office hours are between 9.00 am - 5.00 pm: Monday to Friday. The post holder will be required to work Fridays, however "Out of Hours" work and a flexible working pattern will be necessary during the remainder of the week. Time off in lieu can be arranged (overtime is not paid).
- The post holder will be based at The Glebe Centre, Glebe Street, Wellington. Telford. TF1 1JP

Further Information:

For an informal discussion, please contact Wendy Longfield (Telford Autism Hub Service Manager), on (01952) 916109 or by email: wendy.longfield@telfordautismhub.org.uk

For an application pack, please contact Karen Morrow, HR Officer, on (01952) 916036 or email karenmorrow@tandwcvcs.org.uk

Closing Date: 3 pm on Thursday 4th June 2020

PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • Evidence of a solid general education and GCSE English Language pass at A-C level is required along with good keyboard skills and the ability to use Microsoft Office applications, i.e. Word, Excel, Outlook, Internet Explorer and an understanding of Access. • Numerate. • Good standard of literacy 	
Experience	<ul style="list-style-type: none"> • Experience of working with voluntary and community groups or a willingness to learn. • Experience of adult social care settings. • Experience of facilitating group meetings. • Experience of working within a team in a demanding environment. 	
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Ability to use IT equipment and produce reports and extract data. • Excellent communication skills (verbal and written) and the ability to influence a variety of audiences. • Ability to work on own initiative, work well under pressure, prioritise work to meet tight deadlines and manage time effectively either as part of a team or when lone working. • A good listener with the skills and qualities to engage, motivate and empower. • Understanding of the importance of confidentiality and the need to treat sensitive information in line with the Data Protection Act. • Friendly, approachable, caring, empathic, flexible, innovative, resourceful, reliable, responsible, methodical, non-judgmental, 	

	<p>organised, assertive, tactful and decisive.</p> <ul style="list-style-type: none"> • Ability to work effectively as part of a team within a framework of policies and procedures. • The commitment and ability to develop positive relationships with service users, colleagues and external organisations. • Working knowledge of protection of vulnerable adults 	
Equal Opportunities	<ul style="list-style-type: none"> • Able to demonstrate integration of equality and diversity into practice and service delivery. 	
Other Requirements	<ul style="list-style-type: none"> • Willingness to work flexible hours, evenings and weekends. • Willingness to attend training and meetings. 	