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| Job Title: | Autism Support Lead | Job Category: | Job Category |
| Location: | Flexible | Travel Required: | Travel Required |
| Salary: | £11/hr | Position Type: | Part-time 12 hours per week |
| Contact: | Heather Delaney | Term: | Fixed until 31st March 2024 |
| Will Train Applicant(s): | Will Train Applicant(s) | Closing Date:Interviews: | 10th October 202212th October 2022 am and 14th October 2022 pm |
| Applications Accepted By: |

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| EMAIL:Heather.delaney.spcv@outlook.com | Mail:FAO Heather Delaneyc/o Solihull Sendias,11-13 Land LaneMarston Green, B37 7DE |

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| Job Description |
| Role and ResponsibilitiesThis role entails, creating and leading two autism specific support groups within Solihull. One for parent carers of autistic individuals and one for autistic adults aged 18+. The successful applicant will be required to work with services and other organisations to create links, and to bring them to meetings to offer information and support. The applicant will arrange frequent meetings for both groups, both formal meetings where attendees can gather information, support and signposting and informal meetings supporting social inclusion, and social events.Primary Responsibilities:1. Creation of 2 autism specific support groups.
2. Advertising and promoting groups.
3. Creating strong relationships with other services and organisations.
4. Creating and maintaining a social media profile for the groups.
5. Data collection and monitoring.
6. Project evaluation.
7. Following all relevant policies and procedures.

Person specificationEssential Skills:1. Organisational skills.
2. Excellent communication skills.
3. Experience of working with multiple organizations and services.
4. Excellent time management.
5. Self-motivation.
6. A clear understanding and in-depth knowledge of autism and co-morbid conditions, including social and sensory differences.
7. A clear understanding of services and pathways.
8. The ability to work in a solution focused manner.

Desirable Skills:1. Safeguarding qualification. (Training will be given)
2. GDPR qualification. (Training will be given)
3. SEND law qualification such as IPSEA.

Communication Skills:1. Team working.
2. Clear communication skills.
3. Alternative communication methods.
4. Solution focused communication.

IT Skills:1. Working knowledge of Microsoft including word, excel and outlook.
2. Working knowledge of social media including Facebook and Twitter.

Please note this role will require travel to various locations within Solihull, so the successful applicant must be able to travel within the borough.This post is subject to an enhanced DBS check.Benefits.5.6 weeks holiday per year |