

|  |
| --- |
| Autism Connect Project Support Officer |
| **Title:**  Autism Connect Project Support Officer |
| **Reports to:** Autism Connect Lead Mentor | **Responsible to**: Autism Connect Project Manager |
| **Base:** Bolster Community, Unit 1 Whitegates Business Park, Killeavy Road, Newry BT35 6EP  | **Hours:** 25hrs per week  |
| **Benefits:*** **Basic salary:** £23,400 (Pro-rata)
* **Pension:** 6% employer’s salary contribution (subject to conditions)
* **Annual Leave:** 25 days per annum + Statutory Holidays (pro-rata for part-time posts)
* **Allowances:** Travel Expenses will be paid according to Bolster Community rates (subject to conditions)
* **Health Care:** Foresight Health Cash Plan (subject to conditions)
 |
| Purpose of Post: |
| Autism is a neurodevelopmental disorder which is often characterised by communication, social and behavioural difficulties. It is a lifelong difference in how the brain processes information. Prevalent figures for adults are often outdated and inaccurate and many individuals have only received a diagnosis of autism in their adult life, as awareness of the whole spectrum increases. Many adults may recognise that they have some autistic traits or feel they may have autism but have not been formally diagnosed. The purpose of this post is to develop and implement a **new community-based Autism support service** focusing on adults without learning disability or mental health diagnosis.Autism Connect is a collaboration between SHSCT ASD professionals, social workers and Bolster Community mentors. The successful postholder will drive an innovative service to provide autistic adults and their support network with a highly responsive, individualised intervention. This will include the delivery of a co-designed therapeutic, educational and social opportunities services, designed to meet the individual needs of autistic adults who do not have a mental health or learning disability diagnosis.We are passionate about supporting autistic people into work, and particularly welcome applications from autistic people.  |
| The Role of the Autism Connect Project Support Officer |
| Successful candidates will be responsible for delivering a high standard of work supporting the project manager and lead mentor to design, plan and deliver the project in line with agreed goals and objectives.The Project Support Officer will work closely with stakeholders to co-design and facilitate evening and weekend social groups and activities for autistic adults across the Southern Health & Care Trust region. The social sessions whilst largely informal, will incorporate opportunities for connection, employability and most importantly access support from peers in a safe environment.The autism community is broad and diverse and as a result people’s needs are different. This diversity may at times make it difficult for mentors to answer very specific queries unique to an individual. On such occasions we will do our best to answer and signpost accordingly.* We will endeavour to provide the autism community with the most accurate, up to date and reliable information across all forms of communication.
* Information or guidance provided by the mentors will not be presented as legal or clinical advice.

The mentor’s role will be to support families and individuals in the best way possible and it is important to note that mentors are not clinical, or health professionals and their role is to provide social and emotional support only. Whilst every effort will be made to provide the utmost professional support advocacy and understanding, mentors will not:* Provide a casework role or act as a mediator between disputes.
* Provide Legal advice.
* Endorse one health professional or counsellor over others.
 |
| Key Duties and Responsibilities: |
| **Main Responsibilities**1. To work flexibly, efficiently and responsively to support the needs of autistic adults and their families/carers.
2. To work alongside the Autism Connect Mentor in the facilitation of weekly, evening and weekend social sessions.
3. To offer emotional support and guidance on a 1:1 basis or through group activities.
4. To promote and encourage access to social sessions and navigation service and ensure that barriers for those who find services difficult to access are actively minimised, providing a welcoming service.
5. To provide honest, realistic structured support including an initial referral appointment and follow up as required throughout the trajectory of the support required.
6. To participate in the co-design and delivery of a programme of universal activities and interests that will enhance the understanding of the service users around the areas of Work, Relationships, Community and Social
7. To maintain attendance records and personal development plans on file within the GDPR/governance guidelines and ensure that all information received by individuals is understood, helpful and modified as necessary.
8. To seek and record client feedback to understand whether needs are being met and to plan any necessary adjustments.
9. To meet regularly with colleagues to review and evaluate the quality and effectiveness of the service.

**Specific Responsibilities**1. To adhere to the provisions contained in legislation and Bolster Community governing policies and procedures.
2. To maintain open communication with and between the co-design team at all times ensuring clear appropriate communication with participant’s, in the delivery of services.
3. To ensure personal accountability in accordance with your professional Code of Practice, if applicable.
4. To maintain agreed standards and contribute to the Quality and Governance Strategy of Bolster Community.
5. To take an active role in the team's marketing and impact measurement exercises and to participate in training and personal development where appropriate.
6. To support students on placement.
7. To represent Bolster Community as required, participating in meetings, attending courses and conferences.
8. To manage own workload and participate in identifying and addressing own development needs through Staff Appraisal (KSF) and the Supervision Process.

**General Requirements**The post holder will be required to:1. Ensure the Bolster Community policies on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of Bolster Community Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for clients, members of the public and staff.
3. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
4. Co-operate fully with regard to Bolster Community policies and procedures relating to infection prevention and control, lone working, vulnerable adults etc.
5. All employees of Bolster Community are legally responsible for all records held, created or used as part of their business within the charity including clients, corporate and administrative records whether paper-based or electronic and also including emails.
6. Represent the Bolster Community`s commitment to providing the highest possible standard of service to attendees and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
7. Available/able to work any 5 days out of 7 inclusive of evenings, weekends and Public Holidays if required.
 |
| This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. |