****

**AUTISM PROJECT COORDINATOR**

**(Maternity Cover)**

**Job Description**

Post Ref: BAC25/01

**Job Purpose:**

To lead in the delivery, promotion and development of the Be Ausome @ COS Project, which is the flagship project of Circle of Support (COS) for Autism Families’ purpose built centre for children and young people with autism and their families. COS are child and family centred and provide services for all ages and abilities on the autism spectrum through various therapies, programmes and activities. The centre is a hub for families to meet and enhance development through various therapeutic children’s programmes to support the development of autistic children as well as regular parent programmes, support groups, training opportunities and mental health sessions to increase knowledge, confidence and a support network for parents and carers of autistic children and young people. The role is based at our new centre in the Derry & Strabane District Council area.

**Main Duties and Responsibilities:**

• Delivery, promotion and development of the Be Ausome @ COS Project, a project funded by the National Lottery People and Communities Fund.

• To provide a youth led, educational and developmental youth provision for children and young people with autism aged 2-19 years old, across mornings, afternoons, evenings and weekends to enhance their personal, social and emotional development and increase their social opportunities.

• Foster a welcoming, safe, fun and inclusive environment for young people with autism and their families at our new centre.

• Promote inclusion for all whilst proactively raising autism awareness within your practice and city & district wide.

• Line management responsibility for three part-time staff (project administrator and two support workers).

• Organising events and speakers.

• Role will mainly be Monday-Friday between 9-7pm (however ability to work flexible hours and weekends if ever needed).

• Apply for other funding opportunities.

• Any other responsibilities to fulfil the role as set out by the line manager.

**Hours of Work:** 36 hours per week (flexible hours, evenings and weekends)

**Salary:** £30,599 per annum (pro rata for maternity cover)

**Duration of Appointment:** 9 month contract (July 2025-March 2026)

Closing date for receipt of applications **12.00 noon on Monday the 14th of April 2025.**
Late applications will not be accepted. Interviews will be held within 2 weeks of closing date.

Applicants must complete the COS application form. The application must also be accompanied by the Fair Employment Monitoring Form.

COS is an Equal Opportunities Employer and welcomes applications from all sections of the community. It reserves the right to interview only those candidates who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post.

COS adheres to Child Safeguarding policies so the successful applicant will be vetted for employment as set out by AccessNI as an Enhanced Disclosure (see www.accessni.gov.uk).