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**Autism Project Coordinator**

**(Maternity Cover)**

**Person specification**

Post Ref: BAC25/01

**Essential criteria** which will initially be measured at the shortlisting stage and which may also be further explored during the interview/selection stage:

• Third level or equivalent in a relevant youth/social work/disability qualification.

• Minimum of 5 GCSE Subjects at Grades A\* – C (including English & Mathematics) or equivalent.

• At least 2 years paid experience of working with and/or delivering projects for young people with a disability and/or Carers within a voluntary or statutory sector.

• Working knowledge of the issues affecting children and young people with autism and their families.

• Experience of report writing, monitoring and evaluation.

• Evidence of a working knowledge of information technology systems including Microsoft Office.

• Ability to work on own initiative and within a team.

**The following desirable criterion may be applied by the Selection Panel in order to determine a manageable pool of candidates**. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

• At least 2 years paid experience of working with and/or delivering projects for children and/or young people with autism within a voluntary or statutory sector.

* Experience in applying for funding.

**The following are additional essential criteria which will be measured during the interview/selection stage.**

Demonstrable knowledge of the following:

• Disability awareness, Autism and Makaton training.

• Experience working and supporting volunteers.

• Health and safety requirements, relevant to the role.

• Evidence of an ability to work flexibly and creatively.

• Highly effective interpersonal and communication skills.

• Proven team working and collaborative skills.

• Evidence of effective planning and organising skills to ensure work is completed on time to the required standard.

**Personal Qualities:**

• Concern for others – has a caring approach for service users at all times.

• Commitment– enthusiastic with a willingness to support other areas/tasks as

required within the centre.

• Integrity – willingness to maintain confidentiality on all COS matters.

• Interpersonal skills - is an enthusiastic, optimistic, good-humoured person able to

engage appropriately with service users and management committee.

• Adaptability – flexibility and a willingness to participate in further training and

developmental opportunities offered by the COS, to further knowledge.