



JOB DESCRIPTION

JOB TITLE: **Community Development Manager**
(Fixed term to June 2020)

This role is funded by **Rural Perth & Kinross LEADER Programme 2014-2020**: The European Agricultural Fund for Rural Development: **Europe investing in rural areas**'

REPORTS TO: Chief Executive Officer

RATE OF PAY/HOURS OF WORK:

Monday – Friday Full time 35 hours per week (there may be requirements to work occasional evenings and weekends in line with the needs of the post)
£25,000 per annum

The post holder will be required to travel to Outreach Areas: mileage costs will be provided to and from PAS Centre, Market Street, Perth, on such occasions.

JOB PURPOSE: To develop community links in key areas of our outreach service. To raise awareness of the work of Perth Autism Support and build links and relationships with stakeholders in the community including families, businesses and education providers, with the aim of longer term support sustainability.

MAIN DUTIES AND TASKS

GENERAL DUTIES

- Build community relationships relevant to the organisation within the areas of Highland Perthshire, Blairgowrie and Crieff
- Raise awareness of Perth Autism Support Outreach Services by developing a Marketing Strategy and Social Media plan
- Work with local businesses to secure work placement opportunities for the Young Adult team
- Support community fundraising in the outreach areas to ensure ongoing support in each community
- Deliver sessions on the work of Perth Autism Support to other community groups





FAMILIES & YOUNG PEOPLE

- Organise parent/carer social opportunities supported by the rest of the outreach staff team
- Carry out parent/carer and young people consultation and evaluation events where required
- Signpost families and young people to specific areas in the outreach team to meet individual needs

SCHOOLS

- Carry out a drop in session for parents once per week where there is demand to deliver advice and support
- Support groups undertaking the Youth Philanthropy Initiative and choose to present on Perth Autism Support

TRAINING

As part of the wider Perth Autism Support training team the postholder will:

- Deliver autism awareness sessions to other groups where appropriate
- Deliver a range of sessions to community groups and schools from a suite of training delivered in Perth City
- Deliver sessions to parent/carers in line with each area's requirements
- Deliver training on supporting individuals on the autism spectrum to employers who may be offering a work placement opportunity.

VOLUNTEERS

- Work with the wider Outreach team to recruit, train and retain a bank of volunteers in each area in line with the Perth Autism Support Volunteer Processes.

PROFESSIONAL DEVELOPMENT

Community Development Manager will be required to attend all relevant training that is appropriate for their job to ensure the best support for the children and families, and the wider community and to encourage personal development.

RECORDING AND REPORTING

Be responsible for the completion of good quality electronic and written records and reports, in line with the organisation's policies and procedures. To collate and produce all required reporting documentation for the project in line with funding requirements.

Inform the Child Protection Officer of any concerns about individual children, young people or families.

OTHER ACTIVITIES

Community Development Manager will prepare monthly reports for the Board of Trustees and attend monthly Senior Management Team meetings as required. There will also be a





requirement to plan and deliver regular outreach team meetings and attend regular support and supervision sessions with the Chief Executive Officer.

General Responsibilities

Other duties:

- Ensure safety of clients, volunteers and other staff complies with policy
- Understand and adhere to Perth Autism Support's policies and procedures and promote their application by all staff
- Promote effective communication
- Work collaboratively with staff in other organisations
- Undertake any other duties as seen as appropriate and as instructed by the Chief Executive Officer and the Board of Trustees

Personal Development

- Maintain professional knowledge and competence on both company policies and regulatory standards
- Attend any training courses and updates as deemed necessary by the Chief Executive Officer and the Board of Trustees

Special Conditions

This post requires the holder to be available at varying times as required by the post. To carry out other duties and responsibilities commensurate with the post and the needs of the organisation, in order to develop and maintain service delivery.

- The post requires the holder to have a clear disclosure check in accordance with the Protecting Vulnerable Group scheme
- Ensure all information of confidential nature is not divulged to third parties
- The post requires the holder to have a full, clean driving licence and access to a car for the purpose of the role

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Perth Autism Support reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.

