



Autism Engagement Worker Job Description

General:

Job Title:	Autism Engagement Worker
Responsible to:	Service Delivery Manager
Location:	Based at Into Work Head Office- Norton Park, working across Edinburgh & Lothian
Hours of Work:	24 hrs per week
Salary:	£26,015 (Pro Rata)
Type of Contract:	Fixed term to 31 March 2021

Project:

Autism Works is an innovative project linked to the National Campaign to improve understanding of autism amongst the non-autistic population, helping to change behaviour and make Scotland a more accessible and inclusive society.

The autistic communities' views are pivotal to the design and success of this project and we will co-produce the delivery of the project with autistic people.

Funding for this project is from the Scottish Government and is being managed through Inspiring Scotland.

Overall Purpose of the Job:

The Autism Engagement Worker will work with a range of private/3rd sector businesses to develop and deliver training to improve their understanding of autism in the workplace and their employment/workplace practices.

Our goal is to improve knowledge and practice specifically around the recruitment, retention and career development of autistic people.

The autism engagement worker will help recruit and then support an Autistic User Steering Group and support up to 3 Freelance Autistic Co Trainers to develop and deliver this project.

Responsibilities:

Direct Support to Steering Group

- Recruit & support Into Work Autistic Steering Group to co-produce and oversee the project plan and activities.
- Facilitate the role of the Group and the group's meetings to ensure true collaboration is achieved in developing and delivering Autism Works.
- Assist Steering Group to record ideas and link into wider project outcomes.
- Support Steering Group members to attend training events or workshops organised by Inspiring Scotland.
- Provide travel support & guidance to different venues/locations if necessary.
- Support Steering Group participation in the development of a Video, Evaluation and Event.

Direct Support to Co-Trainers

- To write up a job description for Autistic Co Trainers to share their lived experience in training workshops, with a solution focus, to employers.
- Recruit, train and support up to 3 freelance autistic trainers to share their lived experience in developing and delivering the employer workshops and resources for employers.
- Support Co-Trainers to develop their training skills (e.g. by accessing a suitable course like train-the-trainer).
- Support Autistic Trainers to attend training events and work collaboratively with other charities funded through the programme.
- Provide travel support & guidance to different venues/locations if necessary
- Support Co-Trainers to develop professional working relationships with other colleagues and wider partners.
- Support Co-Trainers to deliver training for up to six employers
- Support Co-Trainers to attend pre-training meetings with employers to discuss course content and deliver.
- Support Freelance Co-Trainers participation in the development of a Video, Evaluation & Event.

Direct Work with Employers

- Recruit suitable employers to take part in the project.
- The Autism Engagement Worker in conjunction with the Co-Trainers will provide a minimum of 9 full day workshops delivered to employers in different localities.
- Linking in with Autism Edinburgh Champions programme the Autism Engagement Worker will encourage and recruit employers to join this programme.
- Linking in with our wider services encourage employers to offer work-placements opportunities and promote equal opportunities for autistic people.
- Improve awareness and understanding of autism within employer settings
- Improve knowledge and practice specifically around the recruitment, retention and career development of autistic people.

Partnership Working

- Liaise regularly with Inspiring Scotland's Performance Adviser and Into Work Service Delivery Manager to prepare a plan that will outline all of the key scheduled activities, outputs and outcomes through to the end of the project.
- In conjunction with the Service Delivery Manager the Autism Engagement Worker will represent Into Work externally and at Inspiring Scotland events with other funded projects to maximise impact of the National Campaign.
- The Autism Engagement Worker will take part in commissioning and delivering a video and evaluation of the project.
- The Autism Engagement Worker will report findings every quarter and submit this report to

the Service Delivery Manager of Into Work

- The Autism Engagement Worker will build relationships and work collaboratively with the other charities funded through the lifetime of programme.
- Build on existing relationships with City of Edinburgh Council who run the Autism Edinburgh Champions programme
- To present a value-based approach when working with the Steering Group, the Autism Co-trainers and all other contacts.
- Improve awareness and understanding of autism amongst professionals and services that encounter or work with autistic people.

Monitoring and Reporting

- To record and report project delivery information in line with the systems directed by the Service Delivery Manager and Inspiring Scotland.
- To contribute to Into Work quarterly and annual reports and service evaluations.
- To contribute towards a video, evaluation and dissemination event promoting the learning and understanding of Autism Works.

General

- To promote and undertake all work activities in line with Into Work's values
- To comply with Into Work, policies and practices, following procedures as required.
- To attend Into Work staff meetings and training events as required.
- To promote the learning from Autism Works to the wider Into Work team.

Other

- The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by any changes in the role other than those given in the job specification.
- The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job description from time to time.

Line Management:

- The Autism Engagement Worker reports to an Into Work Service Delivery Manager for line management. The Autism Engagement Worker has line management responsibility for up to three autistic co-trainers (who could be self-employed/freelance).

Person Specification

<u>Knowledge and Understanding</u>	E	D
<ul style="list-style-type: none"> Knowledge and understanding of the barriers faced by disabled people (specifically autistic people) in relation to employment, training & community services 	✓	
<ul style="list-style-type: none"> Knowledge and understanding of Supported Employment 5 stage model and the social model of disability 		✓
<ul style="list-style-type: none"> Knowledge and understanding of employment legislation? Specifically, 'The Equality Act 2010' examples of reasonable adjustments. 		✓
<ul style="list-style-type: none"> Understand the importance of people's lived experience in social change /service development 	✓	

<u>Skills</u>	E	D
<ul style="list-style-type: none"> Knowledge and understanding of co-production approaches. 		✓
<ul style="list-style-type: none"> Ability to self-manage, work independently and use own initiative 	✓	
<ul style="list-style-type: none"> Ability to organise workload, handle competing priorities and meet deadlines 	✓	
<ul style="list-style-type: none"> Ability to work as part of a team, building relationships and sharing information 	✓	
<ul style="list-style-type: none"> Excellent written communication skills including the ability to write reports and concisely summarise notes from client meetings. 	✓	
<ul style="list-style-type: none"> IT literacy (Microsoft office products or equivalent) including a good working knowledge of email / diary management and word processing 	✓	
<ul style="list-style-type: none"> Skilled at using social media 		✓
<ul style="list-style-type: none"> Excellent verbal communication skills – the ability to establish effective working relationships with clients, advocates, carers, employers and other agencies 	✓	
<ul style="list-style-type: none"> Awareness of and ability to understand and respond appropriately to people's behaviour and needs 	✓	
<ul style="list-style-type: none"> Ability to empower autistic people to achieve their maximum potential and motivate them to achieve their goals 	✓	
<ul style="list-style-type: none"> Ability to develop and deliver training sessions to groups of Employers 	✓	

<u>Experience</u>	E	D
<ul style="list-style-type: none"> Experience of delivering presentations to groups of people 	✓	
<ul style="list-style-type: none"> Experience of facilitating groups 	✓	
<ul style="list-style-type: none"> Experience of supporting people to access the labour market: (eg: preparing CVs, job search) 		✓
<ul style="list-style-type: none"> Experience of working towards positive client outcomes 		✓
<ul style="list-style-type: none"> Experience of marketing a project or service to a range of different groups including making oral and visual presentations 		✓

Key

E – is Essential

D – is Desirable

Person Specification (continued)

<u>Qualifications</u>	E	D
<ul style="list-style-type: none"> • A teaching, training, employment or disability related discipline 		✓

<u>Personal Qualities</u>	E	D
<ul style="list-style-type: none"> • Is committed and works to Into Work's values 	✓	
<ul style="list-style-type: none"> • Is committed to the principles of inclusion 	✓	
<ul style="list-style-type: none"> • Has a neat personal appearance and a pleasant manner 	✓	
<ul style="list-style-type: none"> • Works methodically, accurately and neatly 	✓	
<ul style="list-style-type: none"> • Has drive, self-motivation and enthusiasm 	✓	
<ul style="list-style-type: none"> • Can adapt and operate effectively within a culture of change 	✓	

Key

E – is Essential D – is Desirable