



**AUTISM & NEURODIVERSITY**

# **THINKING DIFFERENTLY**

**RECRUITMENT PACK**

**Regional Manager – Highland & Moray**

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## About Autism and Neurodiversity North Scotland

At [Autism and Neurodiversity North Scotland](#) (A-ND), we strive for a world of fulfilling and happy lives for those who think differently.

We are a key provider of autism and neurodiverse specific support throughout the North of Scotland, and work hard to create opportunities for autistic and neurodivergent people, their families, and networks, to realise their full potential and transform the world we live in.

We are committed to ensuring the right support for each child, young person and adult is created by providing the practical and emotional care and support they need, where and when they need it.



As of December 2023, we have a growing staff team, with a total of 56 employees, 5 active volunteers who offer their skill sets and give their time regularly (weekly or monthly), and over 50 'one off' project volunteers. Our Head Quarters and registered offices are based in Aberdeen, and we have an office base in Fochabers, Moray.

We currently support over 600 individuals through our growing online support groups and have provided Neurodiversity Awareness Training to 165 individuals in the last year, from a mixture of public and private sector organisations, including NHS Grampian, Aker Solutions, Hub West Scotland and Stork.

We provide direct support to over 150 individuals, both children and adults, and their families through the following projects and services –

-  [Aberdeen Playscheme](#) for 4 to 18-year-olds
-  [Employability Service](#) (Aberdeen)
-  [Keep the Promise](#) Pilot Project (Aberdeen & Aberdeenshire)
-  [Learning Pathways Plus](#) Support in schools (Aberdeenshire)
-  [Binky the Sensory Bus](#) (Aberdeenshire)
-  [Support Groups](#) (Aberdeen, Aberdeenshire)
-  [Outreach](#) Support Service (Aberdeen, Aberdeenshire & Moray)
-  [Pilot Counselling Service](#) (Moray)

We continue to develop and expand our services due to continuous demand and ever-growing need, and to ensure we are leaders in autism and neurodiverse specific support throughout North Scotland.



We are excited to be bringing our services into the Highlands for the first time, due to open June 2024, helping us progress towards our goal of directly supporting 500 individuals and their families by 2027, as set out in our [5-year Strategic Plan](#).

## A-ND Strategic Objectives

Our 4 key Strategic Objectives at A-ND are **WISE**;

**Whole Person:** "we will provide opportunities to autistic & neurodivergent people to support them have a fulfilled & happy life".

**Influencing:** "we will ensure the rights of autistic & neurodivergent people & their loved ones are understood, upheld & respected".

**Society, Community & Family:** "we will offer opportunities to the wider society, local communities & to loved ones of autistic & neurodivergent people to support them have a fulfilled & happy life".

**Employability:** "we will provide opportunities to autistic & neurodivergent people to support them meet their unique & individual potential".

To help us realise our WISE objectives, we require Resources - **WISER**.

## A-ND Values

**WE ARE INNOVATORS** - We are not afraid to try new ideas or approaches. We welcome change and creativity.

**WE ARE HUMAN RIGHTS LED** - We will protect and honour the human rights of all people. Treating all with respect, dignity and compassion.

**WE ARE THOUGHT LEADERS** - We are ideas people. We nurture the skills, knowledge and ideas of our staff, families, fellow professionals and most importantly those we support to help inform, develop and improve our practice.

**WE VALUE RELATIONSHIPS** - We are person centred in our approach. Relationships are key to what we do.

**WE ARE INFLUENCERS** - We influence policy and procedure to improve access to support and services, including education and jobs. We strive to build awareness and understanding about our organisation, autism and neurodiversity.



**WE ARE PASSIONATE** - We believe every child, young person and adult has the potential to shine bright. We believe magic can be created every day.

## Working with Autism and Neurodiversity North Scotland



A-ND are a proud Real Living Wage and Disability Confident Committed Employer, who promote and strive for diversity and inclusion throughout the organisation, at all levels and roles.

A-ND believes on recruiting the best people, based on values, competency, and behaviours. Based on theory, A-ND uses The Four Stages of Contribution Model Assessment in our approach to recruitment, probation assessment, appraisals and salary reviews. (Drs, Gene Dalton & Paul Thomson) [Korn-Ferry-Institute-The-Four-Stages.pdf](https://www.kornferry.com/institute-the-four-stages) ([kornferry.com](https://www.kornferry.com))

At A-ND, we continually develop our practice, approach, and services to meet the needs of the people we support, their families and wider networks, utilising individual staff abilities, skills, strengths, and interests.

We support staff to continually develop and grow based on their individual and collective strengths, interests and learning styles. This starts at the beginning of staff onboarding with us, identifying through the interview process, unique learning styles and approaches that work to support individuals bring their best and full 'self' to work.

By continuing to develop our approach and services, we strive to ensure we create a respectful, safe and secure environment, aligned with [our values](#), that creates opportunity for our people to develop, grow and thrive.

### Fair Work First

A-ND are fully committed to the Scottish Government's approach and policy for driving good quality and work in Scotland, [Fair Work First](#).

### Effective Voice

Our culture, supported by our practice, policies and procedures, ensure our staff have a voice at work. We provide staff with regular support and supervision, monthly reflective practice sessions, team and organisational meetings to encourage and ensure the voice, views and experiences of



our staff inform and shape the decisions made and actions taken at both service and organisation level.

Our staff are invited to quarterly 'Have Your Say' sessions with our CEO, informing wider organisational and strategic decisions and plans, feeding into our quarterly Board meetings and strategic direction and planning.

## Respect

We respect, value and promote diversity and inclusion in everything we do. We appreciate that people who have good intentions do make mistakes – in the middle of mis & take, there is learning.

We work hard every day to ensure human rights are respected and upheld, regardless of role or involvement with A-ND, whether staff, someone we support or an external partner.

Our culture, environment and policies and procedures promote and ensure a human rights led approach from Whistleblowing and Safer Recruitment to Support and Supervision and Managing Absence and Wellbeing. Our practices support wellbeing, accountability and health and safety for all throughout and involved with A-ND.

Living our values through our everyday actions and practice, our Leadership Team are highly skilled and have extensive knowledge in autism and neurodiversity, the health and social care and third sector, enabling them to effectively support, mentor and coach our staff teams.

We are a fully transparent organisation & hold one another accountable for our everyday actions and behaviours. We recognise the Union.

## Security

At A-ND we value our people and do all we can to provide maximum security to our staff through our pay, benefits & conditions. All our staff have clear and transparent employment contracts in place that promote flexibility, wellbeing and work life balance.

We ensure and provide a clear & transparent hourly rate or salary process and system for all our staff, with clearly defined requirements and criteria for each role and level within A-ND, reviewed annually by our Senior Leadership Team and Board of Trustees. We have provided all roles (with exception of senior management), a 10% pay increase in 2022, 2023 and a 9.1% increase confirmed for all roles as of January 2024.



When applying for funding or tender bids, A-ND commits to ensuring we request the best possible and secure terms and rates of pay for staff positions and roles required to provide the highest quality projects and services our community need and deserve.

Wherever we can, A-ND avoid offering zero-hour contracts and commit to ensuring we are transparent and open in our rates of pay, terms and conditions offered in recruitment and roles offered.

A-ND are committed to developing and working towards innovative ways to ensure fair work, notwithstanding commissioning, funding and budget constraints wherever possible.

### Opportunity

We respect human rights and do not insist that our people disclose disabilities, neurological differences or lived experience. Our staff collaborate and identify their unique learning style, strengths and any barriers should they chose at interview, with individual adjustments and supports required to support them be the best they can in their roles.

Through self-disclosure, we do know a minimum of over 30% of our staff team self-identify as having a disability, neurological difference or lived experience. We strive to create the best possible conditions and make required adaptations for all to thrive, regardless of diversity and unique abilities.

At A-ND we provide a variety of progression possibilities for staff to develop through formal and informal qualifications and training internally and externally, such as SVQ's, train the trainer and continuous development opportunities with our partners at Safe Crisis Management (SCM), Triangle Consulting, SensationALL, Inspiring Scotland, Aberlour Childcare Trust and Scottish Autism to name but a few.

We have an extensive internal induction and training program at A-ND, with a minimum of 10 days training offered equally to paid staff and volunteers, irrespective of role or position every year.

We follow a fair and safe recruitment process in our approach to recruitment and selection process for both paid staff and volunteers.

### Fulfilment

We work with the people we support, our staff, partners and stakeholders to design and create roles specific to projects and services we recruit for. All vacancies are advertised internally and externally to support and encourage our staff team to apply for further development opportunities.

Recruitment Pack

Regional Manager – Highland

April 2024

Approved by CEO



We strongly encourage staff to take responsibility and be accountable in making the right decisions for them individually and collectively within their roles for their professional development.

We ensure we have clear and transparent Objective and Key Results (OKR's) set and communicated throughout A-ND, aligning with our organisational values, strategic pillars and that are filtered down from our Board of Trustees, CEO and Senior Management Team to our Leadership and Operational and Business Support teams. We believe that we all play an essential part individually and collectively in making and creating magic each and every day.

We foster a learning culture of "Mis-takes" rather than mistakes to ensure we capture any learning, transferring our learning into our practice.

We have flexible working approaches, outlined in our Flexible Working Policy, and enhanced annual leave of 36 days per annum (pro-rata) as a key benefit for all our staff, ensuring appropriate rest breaks to aid, promote and support effective self-care, a healthy work-life balance, and positive health and wellbeing.

## About our Highland Service

This is an exciting time to join A-ND as we expand our essential [Outreach Support](#) services into the Highlands, due to open June 2024.

We aim to initially recruit and train a team of up to 8 Support Workers who will provide up to 240 hours per week of direct support, to autistic and neurodivergent children, young people, and their families. Support will initially be provided to children and their families based in Dingwall and surrounding areas, up to 15 miles from our Highland office base in Dingwall (IV15).

Our autism and neurodiverse specific support will be provided within the family home, local communities, places of education, leisure, and employment. Support will be provided where it's needed, initially any time between the hours of 6am and 12 midnight. Support will be provided for a duration from 2 hours and up to 12 hours per session, needs led, usually on a one-to-one basis.

Once we establish the service from April 2024, demand and need dependent, we aim to gradually expand our services and reach further into the Highlands, including providing support to adults.



## About our Moray Service

This is an exciting time to join A-ND as we expand our essential [Outreach Support](#) services in the Moray region.

We have an office base in Fochabers and provide outreach support throughout the authority region of Moray.

Our autism and neurodiverse specific support will be provided within the family home, local communities, places of education, leisure and employment. Support will be provided where it's needed, initially any time between the hours of 6am and 12 midnight. Support will be provided for a duration from 2 hours and up to 12 hours per session, needs led, usually on a one-to-one basis.

Our support staff listen & offer guidance, enabling individuals and where required their families, to support them overcome the challenges and difficulties unique to them, providing tailored support for individuals to reach their individual goals and lead independent, fulfilling, and happy lives.



## Our timeline for Highland Services

- ∞ November / December 2023 – identify new Highland Office Base (Inverness)
- ∞ December 2023 – launch recruitment campaign for Team Leader
- ∞ December 2023 – launch recruitment campaign for Support Workers
- ∞ December 2023 – announce Outreach Service in Highlands
- ∞ January 2024 – Referrals open for Outreach Service (up to 240 hours support per week)
- ∞ January 2024 – interviews for Team Leader
- ∞ February 2024 – interviews for Support Workers x 8
- ∞ February 2024 – launch recruitment campaign for Regional Manager (Highlands & Moray)
- ∞ March 2024 – induction and training for Team Leader
- ∞ March 2024 – introduction meetings and personal planning for children and families referred with Regional Manager (Aberdeen & Aberdeenshire) and Team Leader
- ∞ March 2024 – induction and training for Support workers x 8
- ∞ March 2024 – introduction meetings between children and families and allocated Support Workers
- ∞ March 2024 – interviews for Regional Manager (Highlands & Moray)
- ∞ April 2024 – Re-launch recruitment campaign for Regional Manager (Highlands & Moray)
- ∞ April 2024 – Outreach Service fully operational
- ∞ June 2024 – Induction and training for Regional Manager (Highlands & Moray)



# Regional Manager Highlands & Moray

## Job Specification

Registered Scottish Charity No: SC0074214

- HOURS:** 37.5 hrs per week, permanent.  
Part-time will be considered.  
This post comes with an on-call requirement and out of hours working.
- BASE:** Flexible within Highlands or Moray, including homeworking, and with regular travel to our Highlands and Moray bases/locations.
- ACCOUNTABLE TO:** CEO
- RESPONSIBLE FOR** Highlands and Moray Operational Teams
- SALARY:** £43,992 - £49,998 per annum
- CLOSING DATE:** 12 noon on Friday 19<sup>th</sup> April 2024.
- INTERVIEW DATE:** TBC
- START DATE:** The post is available from 3<sup>rd</sup> June 2024.
- HOW TO APPLY:** Submit CV with covering letter for the attention of our CEO, clearly detailing how you are the right person for this role & fit the essential & desired criteria to [jobs@a-nd.org.uk](mailto:jobs@a-nd.org.uk)

**We kindly ask that previous applicants need not apply - as we are not considering any previous applicants**



## **WORKING WITH A-ND**

At [Autism and Neurodiversity North Scotland](#) (A-ND), we strive for a world of fulfilling and happy lives for those who think differently.

We are a key provider of autism and neurodiverse specific support throughout the North of Scotland, and work hard to create opportunities for autistic and neurodivergent people, their families and networks to realise their full potential and transform the world we live in.

We are committed to ensuring the right support for each child, young person and adult is created by providing the practical and emotional care and support they need, where and when they need it.

We continue to develop and grow our services due to continuous demand, and to ensure we are leaders in autism and neurodiverse specific support throughout North Scotland, bringing our services into the Highlands for the first time in 2024.

## **ABOUT THE ROLE**

We are looking for an experienced, inspirational, passionate, and dedicated senior manager for our Highland and Moray services, who engenders a culture of performance, creativity, relationship-based practice, and teamwork.

You will lead and be accountable for our Highland and Moray services and teams, working as key part of the senior management team, with the requirement to be the registered manager of our Outreach services and Playscheme, which are located in Highland and Moray. This will include being the regional safeguarding lead.

Your key focus will be on the provision and growth of high quality, cost effective neurodiverse specific services, leading and supporting the delivery of responsive, tailored, and person-centred support.

### **Key accountabilities and responsibilities of the role:**

#### **1. Strategic leadership and service development**

 Strategic and operational planning and leadership of our Highland and Moray Services.

 Delivery of cost-effective, quality services, ensuring staffing levels



are effectively operating within agreed and set budgets.

- ∞ Identification of opportunities to develop our provision and enabling longer term sustainability and growth.
- ∞ Contribution to our organisational strategic and operational planning.
- ∞ Ensuring the people we support, and their families are regularly consulted about our support and services, and their views are integral to service development.

## 2. Management

- ∞ Responsible for the effective management of the Operational Team Leaders and support teams, their performance, development, and contribution, supporting and enabling them to deliver 'outstanding' care and support services across their areas.
- ∞ Responsible for accurate and timely performance and contract/funding reporting to the CEO, and where requested, Board and sub-committees.
- ∞ Participation in senior management out of hours on-call rota and regular on-call as required.
- ∞ Overall responsibility for ensuring mandatory training of Team Leaders and Support Workers and supporting the delivery of training throughout the organisation.
- ∞ Responsibility for effective operational workforce planning, ensuring that systems and processes for effective recruitment, deployment and management of staff are implemented and maintained.
- ∞ Participate in the development, review and implementation of relevant policies and processes.
- ∞ Supporting the development and maintenance of consistent guidance, templates, and frameworks on our systems.

## 3. Compliance and reporting

- ∞ As the registered manager, you will be responsible for compliance with all regulatory guidelines and regulations with the CI and SSSC, seeking continuous improvement in CI ratings.
- ∞ Registration with the SSSC as appropriate, overseeing and maintaining post-registration training and learning to meet ongoing



registration requirements, supporting operational staff to do same.

- ∞ To be the safeguarding lead for children, young people, and adults in your region, ensuring policies and procedures are understood and followed, ensuring the highest standards of practice.
- ∞ Actively set, track, review and report on Objectives and Key Results (OKR's)
- ∞ Take necessary action to ensure that contracts, service level agreements, funding and tender criteria are fulfilled, and performance targets are achieved within timeframes and budgets.
- ∞ Liaise with commissioners and funders on new and existing service agreements, providing data, reporting accurately and on time, attending contractual meetings as appropriate, while consistently using data to implement service improvements.

#### 4. Teamwork

- ∞ Work closely, collaboratively, and effectively with senior managers and the CEO to deliver strategic aims.
- ∞ Be proactive in establishing and maintaining effective relationships with internal and external teams to achieve the aims and values of A-ND.
- ∞ Be an ambassador for cultural change, including embedding our values through our everyday behaviours, practice and effective use of The Contribution Model and our policies and procedures.
- ∞ Work at all times within the vision, mission, and values of A-ND.
- ∞ Undertake any other duties that may be considered commensurate with the level of the post.

### Person Specification

<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"><li>∞ Relevant health and social care qualification, as dictated by SSSC and Care Inspectorate (CI) Framework (Day Care of Children &amp; Support Services inc. Care at Home) or</li><li>∞ Relevant social work qualification or.</li><li>∞ Degree related to health and social care or.</li></ul>
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	<ul style="list-style-type: none"> <li> Working towards one or more of the above.</li> <li> Driving license and access to car</li> </ul>
<p><b>Knowledge &amp; Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li> 3-5 years experience of leading a health or social care very good/outstanding grading by the CI.</li> <li> Comprehensive knowledge and understanding of the relevant CI regulatory framework, SSSC codes of practice and guidance, safeguarding procedures, and best practice.</li> <li> Experience of safer recruitment, recruiting and supporting staff, objective setting, and performance management.</li> <li> Experience of growing a health or social care service.</li> <li> Knowledge of managing and delivering against key outcomes detailed outlined contracts and tenders.</li> <li> Experience and confidence in Microsoft and Office 365 systems and programmes.</li> <li> Good excel skills with the ability to assimilate data and use to inform decision making.</li> <li> Experience of engaging with a diverse range of stakeholders.</li> <li> Experience of budget planning, budget management and understanding of financial information.</li> <li> Experience of development and successful delivery of strategy.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li> Experience of working in the third sector</li> <li> Delivery of training (e.g., child protection, SCM, Makaton, Personal planning, risk assessment, play &amp; transitions)</li> </ul>





*encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*

*A-ND commit to offering neurodivergent applicants an automatic interview.*

## **Application and Recruitment Process**

### **Closing date**

The closing date for this post is Friday 19<sup>th</sup> April 2024 at 12 noon. Applications should be made by sending your current CV, together with a supporting statement or covering letter, detailing how you meet the criteria set out to [jobs@a-nd.org.uk](mailto:jobs@a-nd.org.uk)

**We kindly ask that previous applicants need not apply - as we are not considering any previous applicants**

### **Interview**

TBC

### **Start Date**

The post is available from 3<sup>rd</sup> June 2024.

### **Referees**

The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.

### **Proof of qualifications**

The person specification for this post lists qualifications that are essential and/or desirable. If successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose them with your application.

### **Terms and conditions**

Full details of the terms and conditions of employment will be made available to the successful candidate.

### **Annual leave**

The successful candidate will be entitled to 36 days (inclusive of public holidays) annual leave in accordance with our policy.



**Pension**

A-ND comply with all current legislation regarding auto-enrolment into a pension scheme for employees, currently 3%.

**Entitlement to work**

If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application. We do not offer sponsorship for any positions.

**Working hours**

Normal working hours are between 08:00 And 18:00, however this role will require the Post holder to lead and manage their Registered services which operate 24 hours Per day and work as part of the on call rota.

A-ND is committed to ensuring a work life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate will be required to work flexibly at evenings and weekends at times, depending on the role.

**Benefits**

Full details of the benefits of employment will be made available to the successful candidate.

