



Autism Co-ordinator – Employability and Enterprise

Job Information Pack

About Us

Perth Autism Support was founded in 2011 to address the gaps in support for autistic children, young people and their families across Perth & Kinross.

In 2024, we have over 1200 families registered for services and support children, young people and families through the following service areas:

- Children's Services
- Transitions Services (encompassing three project areas – Engage, Enterprise and Employability)
- Family and Education Services (including our Early Years project and Autistic Adults Peer Support)

We are governed by a Board of Trustees (7) and we have a staff team of 32.

We are based in our centre in Perth City but work across the whole of the Perth & Kinross region.

For more information, visit www.perthautismsupport.org.uk



Autism Co-ordinator – Employability and Enterprise

Hours: 28 hours per week (0.8 Full Time Equivalent based on full time working week of 35 hours)

There will be a requirement for evening and fortnightly Saturday work, to deliver work directly with young people, with rotas planned each term in advance.

Salary: Grade B - £20,000 - £21,600 (£25,000 - £27,000 pro rata)

Location: Perth Autism Support, 14 New Row, Perth, PH1 5QA

Reports to: Transitions Services Team Leader

Direct Reports: 0

Team Size: 10

Perth Autism Support Benefits

- + Workplace Pension
- + 28 days annual leave (including Christmas/New Year closedown), with additional days for continuous service
- + 1 extra annual leave day on employee's birthday if this falls on a usual working day
- + 1 extra annual leave day if the employee has a child/young person starting nursery/Primary 1/S1
- + Staff Health and Wellbeing Programme
- + Extensive learning and development opportunities



Autism Co-ordinator - Enterprise



Role Purpose:

We are looking for a highly motivated Autism Co-ordinator to join our Transition Services team, focussed on delivery and development of our Enterprise project.

Despite their desire to work, recent statistics tell us that nationally only 3 in 10 autistic people are in employment (The Buckland Review of Autism Employment, UK Government, 2024), and through our Transition Services at Perth Autism Support, we aim to change that narrative locally through both our Enterprise project, supporting autistic teens aged 14-16 years and our Employability project, from the age of 16-24 years.

As part of our wider Transition Services, you will be central to the successful delivery of a high-quality young person focussed service provide a fun, meaningful programme of Enterprise projects, to develop early employability skills:

- Increased confidence
- Teamworking
- Skills development – customer service, budgeting, planning etc.

The role of Autism Co-ordinator is to lead the planning, preparation and delivery of our Enterprise programmes, using local networks and connections to look for development opportunities to continue to develop the service, whilst supporting our wider Employability work.

You will be an ambassador for Perth Autism Support, building relationships across the community to further our vision to support autistic children and young people to reach their full potential.

Key Responsibilities

Planning and Delivery of Current Enterprise Programmes

- Build relationships with young people and families to support them to achieve their goals through our Enterprise programmes – Club:DIVERSITY and Create:DIVERSITY
- Support delivery of activities in our Perth Centre and out with at venues across Perth & Kinross for partnership projects
- Prepare and resource the activities
- Ensure all health and safety and organisation processes are followed during activities
- Evaluation of programmes to feedback to Team Leader and Service Manager
- Effective and supportive engagement with parents/carers, always developing trusting and honest communication
- Putting the child's voice at the heart of everything we do to collate views, thoughts and ideas
- Looking for local opportunities across Perth & Kinross to further develop our Enterprise offer to young people
- Working collaboratively with other service areas across the organisation
- Undertaking a range of administrative tasks to support practical work with young people including but not limited to; updating files, monitoring individual plans, reporting on accidents and incidents and other regulatory requirements including Child Protection



Key Responsibilities

Delivery of Employability Programmes:

- As part of the wider team, co-deliver our Ready to Work Employability programmes across Perth and Kinross
- Liaise with employers to secure and support work experience opportunities for young people

Reporting

- Ensure all systems are updated
- Follow all organisational policies and processes

Organisational Support

- Participation in monthly team meetings
- Attend at community/fundraising events as an ambassador for Perth Autism Support where required



Skills and Experience

- Practical, demonstrable experience working with young people aged 14-16 years
- Experience of planning and delivery of projects working to funding outcomes
- Demonstrable experience of the understanding of how enterprise supports wider employability goals
- Experience or knowledge of social enterprise
- Understanding of partnership working within an enterprise environment
- Excellent communication skills, with the ability to engage with a range of people as the role is highly dependent on networking and seeking opportunities to develop the service
- Strong interpersonal skills
- Excellent research skills to be able to continue to evolve approach in service delivery
- Strong organisational skills
- Ability to relate to young people
- Experience/understanding of autism and working with individuals with lived experience
- IT skills – MS Office
- Happy to work flexibly in a small team

Essential Competencies

- Understanding and commitment to the cause of Perth Autism Support
- Understanding of employability and the importance of supporting youth development
- Ability to work autonomously and be a confident decision maker
- Open and skilled communicator, with ability to provide first class stewardship to develop and maintain relationships both internally and externally
- Ability to manage a busy workload, demonstrating a solution focussed approach with good planning skills
- Driver with access to a car for work purposes

Other Requirements

- Will be required to have a clear disclosure check in accordance with the Protecting Vulnerable Group Scheme (cost will be met by Perth Autism Support)



Application Process and Timeline

If you would like to apply for the position, you should send your most recent CV and covering letter to recruitment@perthautismsupport.org.uk for the attention of Elaine Finnie, Operations Manager.

We pride ourselves in supporting applicants who may be looking for non-traditional ways to apply for roles, so if you have alternative ways you would like to apply for the role, please do so, just make sure you demonstrate your relevant experience in line with the skills, experience and competencies listed above.

If you would like to have an informal chat about the role, please send your contact details and request to recruitment@perthautismsupport.org.uk or call Elaine Finnie on 01738 451081.

Applications for the position will close on Friday 31st January 2025.

We expect first stage interviews to take place w/c 10th February 2025.



Accessibility

We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustments we can make to ensure you can fully participate.

For example, this may include support to complete forms, extra time for an interview, access to this information in different formats, or information sheets detailing the interview/assessment process and general housekeeping.

Please contact recruitment@perthautismsupport.org.uk to discuss.

We are a Disability Confident Leader organisation.

This means that a disabled person who meets the essential criteria for this vacancy will be offered an interview. If you would like your application to be considered under the Disability Confident scheme, then please include in your email/written application –

‘My application should be considered under the Disability Confident scheme.’

If you are making an application via our standard application form, there is a section to highlight this, please ensure you tick this box.

NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, we may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, we will select the disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

