



RECRUITMENT PACK

PROJECT OFFICER

Maternity Cover, part time



Working hours: 28 hours per week (0.8 FTE). Working days and hours will be agreed and can be flexible. Some evening work is an essential part of the role, usually averaging 1-2 evenings per week.

Salary: £34,314 Full-time equivalent (£27,450 per annum for 28 hours per week)

Contract: This is a fixed-term maternity cover appointment, expected to last for 12 months. The actual end date may be brought forward or extended depending on the substantive postholder's return date. Any change to the end date will be subject to the notice provisions set out in the contract.

Reporting to: Delivery and Development Manager

Location: Home based in Scotland, with some travel when required

About the Role

SWAN is seeking to recruit a Lived Experience Project Officer to join our team of autistic professionals.

Reporting to the Delivery and Development Manager, you will deliver services and support for autistic women (Cis and Trans) and non-binary people, including our Autistic Identity and Discovery groups, Wellbeing Webinars and 1-2-1 support, and develop information and resources for autistic women (Cis and Trans), girls and non-binary people and for external audiences. You will also deliver workshops for professionals and allies wishing to develop their knowledge and understanding of autistic people.

You will be working with the wider SWAN staff and volunteer team to provide the best possible service to those who come to SWAN, in line with our organisational strategy and values as an autistic-led charity.

Being autistic (whether formally diagnosed or self-identified) is an occupational requirement for this role because of its peer-support, lived-experience insight, training and content-development responsibilities. You must be comfortable openly discussing relevant lived experiences in one-to-one meetings, group and online sessions, professional meetings, training delivery, and recorded or written content. SWAN will not expect you to disclose personal information beyond what is relevant and appropriate to the work. These duties could not be carried out with the same authenticity and credibility through professional knowledge alone

About SWAN

SWAN is an autistic-led Charity run for and by autistic women (Cis and Trans), girls and non-binary people across Scotland.

SWAN is inclusive of all autistic identity – with a formal diagnosis or self-identified – and of all women and non-binary people.



Founded in 2012 in response to a lack of visibility and support, we work to create opportunities for autistic women and non-binary people to live healthy, happy and fulfilling lives.

SWAN brings autistic women and non-binary people together to meet others like them and access autistic-led services, information and support which respond to their whole life experiences. Our main services include in-person and online meet-up groups, pre- and post-diagnosis support, online peer support and wellbeing webinars.

We deliver autistic-led training to build understanding and inclusion, and work with organisations to help them achieve neuro-affirming service-design and delivery.

SWAN is a place for autistic women (Cis and Trans) and non-binary people to be who we are, understand ourselves better, connect with others, and learn from and support one another.

Everything we do at SWAN is based on the professional and personal knowledge and experiences of real autistic women, girls and non-binary people.

SWAN is proud to be autistic led.

Main Tasks and Responsibilities

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive, and this job description may change to reflect changing requirements of the role.

Operational Delivery

- Delivering and developing SWAN groups and services, including autistic identity and discovery groups, wellbeing webinars and 1-2-1 support.
- Delivering and developing training, workshops and information sessions to a range of audiences.
- Developing information and resources for autistic women, girls and non-binary people and for external audiences, in consultation with the SWAN network.
- Working with volunteers where they support some of this work (volunteers are trained and supported by our Volunteer Coordinator).
- Supporting with the moderation of SWAN's closed Facebook group.
- Representing autistic women, girls and non-binary people and their interests in local and national policy, service-design and decision-making processes and working with the SWAN network to involve them in these opportunities.
- Working with the Administration Coordinator to ensure effective administration, marketing, follow-up and data gathering for all delivery.
- Liaising with the SWAN CEO, staff, volunteers and trustees as required.
- Liaising with external partners and stakeholders as required.

Monitoring and evaluation

- Implementing monitoring and evaluation of delivery in line with funding requirements
- Producing reports on delivery in line with funding requirements

Digital

- Contributing to and updating the SWAN website, in conjunction with colleagues.
- Collaborating with colleagues to contribute to the SWAN newsletter
- Collaborating with colleagues to contribute to SWAN's social media accounts.

General

- Attend and participate in internal and external meetings as required.
- Liaise with colleagues to provide an effective and consistent service to autistic women, girls and non-binary people in Scotland.
- To attend training and development opportunities as agreed by your line manager.

About You

Knowledge, Experience and Skills

- At least 2 years' experience in a similar role (this does not have to be working with autistic people).
- Demonstrable group facilitation experience.
- Experience of delivering training and information sessions to a range of audiences.
- Experience of delivering one-to-one support.
- Demonstrable understanding of the lived experience of autistic people and the importance of understanding intersectionality
- Understanding and experience of monitoring and evaluation and producing written reports.
- Excellent organisational skills with the ability to manage own workload independently.
- Multitasking and time management skills, with the ability to prioritise tasks and meet deadlines.
- Ability to communicate effectively with a range of stakeholders, including service users, funders and public and third sector professionals.
- Ability to self-regulate and manage a varied workload during busy, demanding or challenging times.
- Comfortable to operate in an environment where we work every day with autistic women and non-binary people, many of whom have experienced prejudice, trauma and poor mental health.
- Ability to collaborate and work as part of a remote team.

Values, Behaviours & Competencies

- Committed to SWAN's purpose, ensuring that autistic women (Cis and Trans), girls and non-binary people in Scotland feel valued, understood and connected.
- Interested in working in a neuro-inclusive environment.



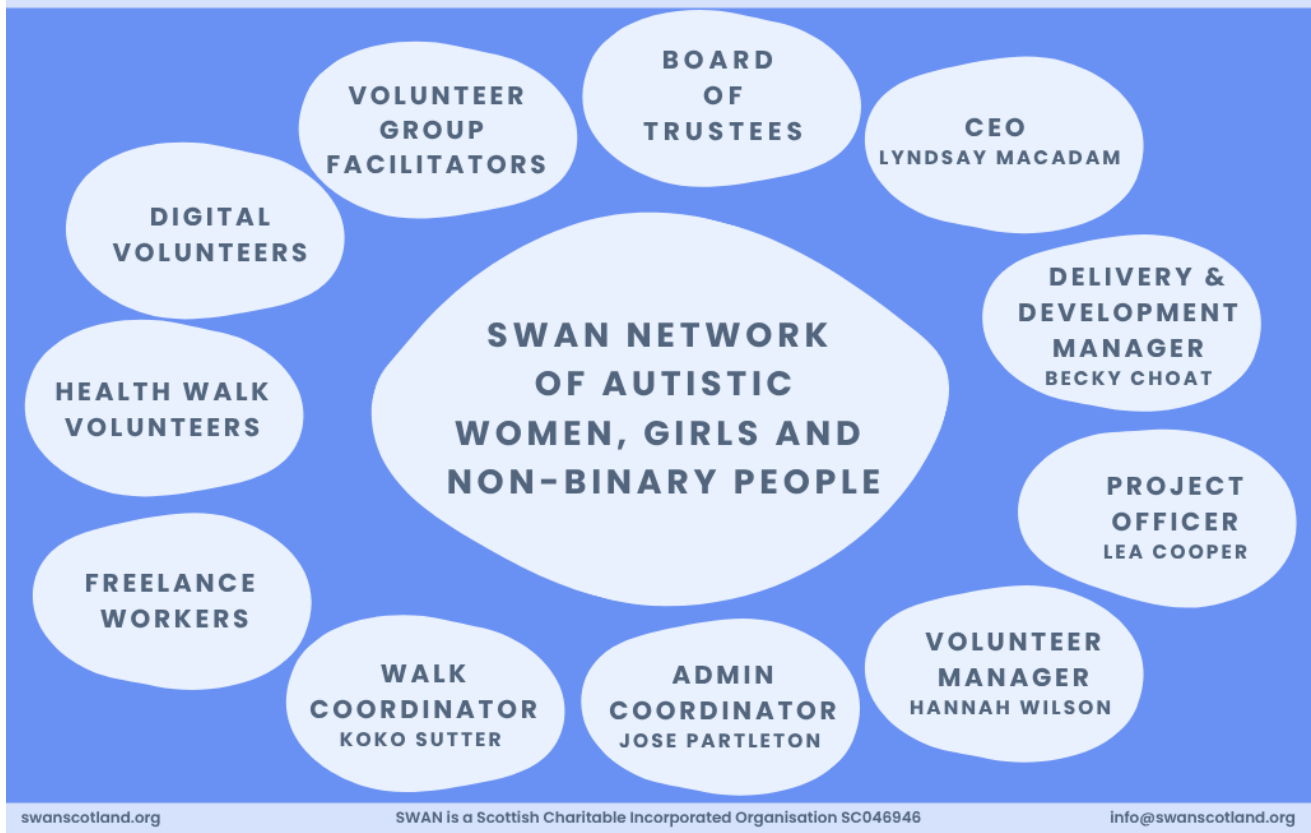
- Resilient and able to be self-reflective, with a commitment to self-care within the team
- Interested in fostering innovation and continuous improvement in working practice.
- Flexible and open to change, new challenges, ideas and experiences.
- Open, honest and non-judgemental, with a commitment to kindness, understanding and acceptance.

Applicants must be based in Scotland. We warmly welcome applicants from a range of cultures, backgrounds and identities.

What We Offer

- The opportunity to work as part of an all-autistic team, within a friendly, supportive and inclusive working environment.
- A strategic commitment to ensuring SWAN staff feel supported, empowered and valued in their roles.
- Home-based working.
- Flexible working days/hours.
- Regular Support & Supervision.
- Opportunities for learning and development.
- IT equipment to carry out the role.
- Employee pension scheme.
- Generous annual leave.
- A commitment to staff involvement in the development of the organisation.
- Opportunities to develop the role in line with your skills and interests.

Organisational Chart



SWAN Service Map



Services, information and support
for and by autistic women and non-
binary people across Scotland

SWAN Spaces

Regular online groups
and events, facilitated
by autistic staff and/or
volunteers

Autistic
Discovery
Drop-In

Autistic Identity
Course

Autistic
Wellbeing
Course

Queer
Peer
Support

Autistic
Parents/Carers
Peer Support

Students
Peer Support

Tuesday
& Sunday
Peer Support

Highlands
& Islands
Peer Support

Wellbeing
Webinars

One-to-one
support

Counselling

Online Peer
Support Forum

Body
Doubling

Workshops
for Allies

Training for
Professionals

Consultancy

In-house
Training

Research
Partnerships

Presentations
& Info Sessions

Training

Specialist training and
consultancy delivered
by autistic professionals
and informed by lived
experience

SWAN Places

Monthly in-person
groups in locations
across Scotland,
facilitated by
autistic volunteers

Local
Walking
Groups

Local
Meet-Up
Groups

Dundee
Dunfermline
Edinburgh
Fife
Girvan
Glasgow
Lanarkshire
Linlithgow
Moray
Musselburgh
Oban
Stirling
More on the way...

Aberdeen
Ayr
Borders
Dumfries
Dundee
East Lothian
Edinburgh
Falkirk
Fife
Glasgow: Bridgeton
Glasgow: Queen's
Park
Glasgow: West End
Shetland
Stirling
West Lothian

Newsletter

Social Media

Email info
& support

Website

Digital

Core services
for information
and enquiries

SWAN welcomes all women (cis and trans) and
non-binary people, over 18 and living in Scotland,
who identify as autistic. Visit our website for more
information on all our services and how to get involved.

swanscotland.org
info@swanscotland.org



How to apply

Please email the following to info@swanscotland.org:

- Your CV, highlighting your relevant experience.
- A one- to two-page covering letter, video or presentation explaining how your skills, experience and approach meet the requirements outlined in this pack.

Closing date: 7 September 2026 **10am**

Interviews: Interviews are expected to take place during the week commencing 21 September, although dates may vary slightly depending on candidate and panel availability. Interview questions will be provided in advance.

Expected start date: As soon as possible, subject to completion of the recruitment process and the successful candidate's notice period.

Recruitment Process and Access

The role is subject to evidence of the right to work in the UK, satisfactory references and PVG Scheme membership at the appropriate level.
Applicants must be based in Scotland.

Accessibility and inclusion

SWAN is committed to an accessible, inclusive and neuro-affirming recruitment process. We recognise that traditional recruitment processes can create barriers, particularly for autistic and other neurodivergent applicants, and we will work with applicants to reduce these wherever possible.

Interview questions will be provided in advance, along with clear information about the interview format, timings, panel members and what to expect. Interviews will be held online unless otherwise agreed.

Applicants are welcome to tell us about any adjustments, access requirements or communication preferences that would support them at any stage of the application or interview process. This might include, but is not limited to:

- submitting information in an alternative format;
- additional processing time or breaks;
- adjustments to the interview format;
- using notes during the interview;
- keeping cameras off where this does not prevent participation; (ID Checks must be done with camera on)
- receiving questions in writing during the interview; or



- having information presented clearly and in advance.

You do not need to provide medical evidence when requesting an adjustment. Requests for adjustments will not negatively affect how your application is considered.

We warmly welcome applications from people with a range of backgrounds, identities and experiences. All applicants will be assessed fairly against the requirements of the role.

Being autistic is an occupational requirement for this particular role. Applicants may be formally diagnosed or self-identified; SWAN will not require medical evidence of diagnosis.

If you would like to have an informal chat with an existing staff member to find out more about the role before applying, please contact us and we'll be happy to arrange this in your preferred format.

We aim to make everything we do at SWAN as accessible as possible - if there is anything else we can do to make the application process more accessible for you, please let us know.

Please send expressions of interest, or requests for further information, to:

info@swanscotland.org

Thank you for your interest in this role,