



1 Hammond Road, Elms Farm Industrial Estate, Bedford MK41 0UD  
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Email: [enquiries@autismbeds.org](mailto:enquiries@autismbeds.org)  
Website: [www.autismbeds.org](http://www.autismbeds.org)  
Registered Charity No. 1100722

## Adult Skills Tutor

### Hertfordshire

### Adult Services

**Hours:** 22.5 (including some evenings and weekends)

**Salary:** £22,604 (FTE)

**Location:** Travel across the South of Hertfordshire

**Reporting to:** Adult Services Manager

**Closing Date:** 27<sup>TH</sup> September 2021

**Interviews:** 30<sup>th</sup> September

Autism Bedfordshire is an independent charity that is dedicated to improving the lives of autistic people and their families by providing impactful services across the county and beyond.

Our adult support services in Hertfordshire primarily focus on working with autistic adults who do not have a learning disability through the following opportunities:

- Skill development courses and workshops
- Transitions support for 16–17-year-olds
- 121 Support
- Parent/Carer Support
- Social opportunities
- Advocating on behalf of our membership

If you would like a unique teaching role, where you can genuinely make a difference, enhance the prospects of your learners, and ultimately change people's lives by empowering them to live fulfilled and empowered lives then this could be the opportunity for you.

The success of this role is greatly dependent on having the right attitude and personality to foster a progressive working relationship with our members and having the adaptability to meet individual needs. An ideal candidate would be an organised individual with the appetite and desire to learn, adapt and develop our existing services.

#### **Key Responsibilities:**

- To lead skill development courses and workshops
- To create new skills courses and recourses and make changes to delivery when needed.

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Registered Office: 1 Hammond Road, Elms Farm Industrial Estate, Bedford, Bedfordshire, MK41 0UD.

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- The post holder will facilitate and develop services for Autistic adults across Hertfordshire.
- To complete attendance registers and reviews in line with processes.
- Monitor learner progress to ensure learning continues and learners achieve in a timely manner.
- Seek feedback from learners on learning support materials to review and improve the service and learning experience.
- To provide effective IAG to support learner progression.
- Seek feedback from learners on learning support materials in order to review and improve the service and learning experience.
- To report to the Adult Services Manager
- To create and maintain accurate records and reports of the work undertaken.
- To promote Autism Bedfordshire's services
- Independently managing their workload and competing priorities
- Identifying opportunities for service development
- To create and manage the adult services newsletters.

If you think this might be the role for you and want to discuss in more detail, then contact

Sharna Raine (Adult Services Director) on 01234 350704 or email: [sharna.raine@autismbeds.org](mailto:sharna.raine@autismbeds.org)

To apply, please download an application form by visiting our website:

<https://www.autismbedfordshire.net/volunteer>