



1 Hammond Road, Elms Farm Industrial Estate, Bedford MK41 0UD
Tel: 01234 350704 (helpline) / 01234 214871 (general enquiries)
Email: enquiries@autismbeds.org
Website: www.autismbeds.org
Registered Charity No. 1100722

Transitions Support Officer

Hertfordshire

Adult Services

Hours: 18 – 20 (including some evenings and weekends)

Salary: £20,000.00 (Pro-rata)

Location: Travel across Hertfordshire

Closing Date: 27th September

Interviews: 30th September 2021

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 surrounding areas.

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

- Skill development courses
- Employment support
- Social opportunities
- Advocating on behalf of our membership

This exciting new position will work closely with a brand-new team that's mission is to improve the lives of the Autistic community across Hertfordshire. If you want to be part of a team that is genuinely passionate about making a difference to others this could be an opportunity for you.

Key Responsibilities:

- To form close links and partnership working relationships with services and organisations working with young people aged 16-18 years.
- To work jointly with the local schools/colleges/universities in promoting and facilitating the development of young autistic adult's support in educational settings.
- To work jointly with the young autistic adults and the team to identify and help develop opportunities around education, training, and employment.
- To provide presentations, training, workshops, and publicity materials relating to awareness of young autistic adults and their needs, as appropriate.
- To maintain up-to-date knowledge of developments in local and national transitions Strategy, Social Care and Health sectors and the wider community.

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

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- To run and oversee specialist social groups online for young autistic adults providing them with a safe space to create meaningful and lasting relationships.
- To provide other such services as may be required from time to time in relation to the post and wider work of the organisation.
- Independently managing their workload and competing priorities
- To report to the Adult Services Manager on the activities of adult services projects
- To create and maintain accurate records and reports of the work undertaken
- To be up to date in the understanding and implementation of Autism Bedfordshire's policies and procedures
- Identifying opportunities for service development

This role has the flexibility to be either part or full time and can be moulded around existing commitments for the right person. If you think this might be the role for you and want to discuss in more detail then contact Sharna Raine on 01234 350704 or email: sharna.raine@autismbeds.org

To apply, please download an application form by visiting our website:
<https://www.autismbedfordshire.net/volunteer>

Equal opportunities and diversity

Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.