



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

## Transitions Support Officer

### Hertfordshire

### Adult Services

#### Person Specification

Skills and Attributes	Essential	Desirable
Ability to work in a team	X	
Commitment to Equal Opportunities	X	
Ability to work under pressure with minimum supervision	X	
Ability to use own initiative within delegated authority	X	
Ability to prioritise tasks	X	
Manage and organise a varied workload	X	
Excellent communication skills	X	
Good record keeping skills	X	
Ability to motivate self and others	X	
Flexibility to adapt with members needs	X	
Experience		
Experience of offering support in a transitions post	X	
Experience of delivering professionals training	X	

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Experience of supporting vulnerable adults	X	
<b>Knowledge</b>		
Autism	x	
Asperger's Syndrome	x	
The role of the voluntary sector		X
The role of the statutory sector	X	
ICT skills – Microsoft office	X	
<b>Qualifications</b>		
A level or equivalent		X
Further Education Qualification		X
Information, Advice and Guidance L4		x
Teaching qualification	X	
Additional specialist autism training		X
<b>Safeguarding</b>		
DBS required (Autism Bedfordshire will provide this)	X	

### 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.

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