



1 Hammond Road, Elms Farm Industrial Estate, Bedford MK41 0UD
Tel: 01234 350704 (helpline) / 01234 214871 (general enquiries)
Email: enquiries@autismbeds.org
Website: www.autismbedfordshire.net

Registered Charity No. 1100722

Admin Assistant and Support Officer Vacancy

Adult Services

Bedfordshire and Milton Keynes

Hours: 20hrs (including some evening)

Salary: £19,500.00 (FTE)

Actual Salary: £10,400.00

Location: Bedfordshire, with travel across BLMK

Closing Date: 17th January 2022 at 12pm

Interviews: 23RD and 24TH January 2022

Reports to: The Adult Services Manager and Director

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 Bedfordshire, Milton Keynes, and Hertfordshire.

This post will be supporting our services in Bedfordshire and Milton Keynes.

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 and Workshops
- Employment support
- Social opportunities
- Benefits advice
- Transitions advice
- Post-Diagnostic support
- Advocacy and regional campaigns
- Advocating on behalf of our membership

This extremely rewarding role sits within our dedicate, passionate and knowledgeable adult services team whose mission is to ensure that every autistic adult in Bedfordshire and Milton Keynes can lead a fulfilling and rewarding life.

Strong communication skills are a must as you plan, capture, report, coordinate, support the governance process during meetings and update documentation associated with projects as directed by the adult services director and adult services manager.

To be successful in this role you will be motivated, highly organised and have proven project management support experience. What's essential is that you love what you do. We want you to

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enjoy coming to work every day and to care about your job, our team and our members.

Key Responsibilities:

- To coordinate and support on multiple projects across the adult services team
- To liaise with multiple project partners and as required
- To create and manage the adult services newsletters
- Coordinating both support and social groups
- Create resources to support autistic adults
- To support with resolving issues on our helpline
- To create and maintain accurate records and reports of the work undertaken both internally and with external partners
- To promote Autism Bedfordshire's services
- To be up to date in the understanding and implementation of Autism Bedfordshire's policies and procedures
- Independently managing their workload and competing priorities

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>