



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

Campaigns Support Officer Adult Services

Hours: 20hrs (including some evening)

Salary: £21,000.00 (FTE)

Actual: £11,200.00

Location: Bedfordshire, with some travel across the East of England

Closing Date: 13th January 2022 at 12pm

Contract length: 12 months fixed term

Interviews: 17th and 18th January 2022

Reports to: Campaigns Manager

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.

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-Diagnosis support
- Advocacy and regional campaigns
- Advocating on behalf of our membership

This exciting new role will work closely with our campaigns manager and adult services director to deliver campaigns raising awareness and acceptance of the challenges autistic adults face. Our passionate and knowledgeable team are on a mission to ensure every autistic adult can lead a fulfilling and rewarding life – you will be an enthusiastic self-starter with a passion for helping people. The varied role will include creating marketing materials, supporting online and in person events and workshops, and listening to adults in our

community talk about their experiences so we can help change things.

We are looking for someone who enjoys working with people and can take a person-centred approach when working with our members. An ideal candidate will be organised and have strong administration and coordination skills. We are interested in candidates with experience creating marketing materials (emails, webpage copy, event posters) and any experience running events or workshops on virtual platforms.

This is a creative, passionate team so we would love a candidate who is enthusiastic about what we do, eager to learn and always looks to find a solution. We are a growing charity with lots of exciting projects coming up and can't wait to welcome a new member of the team.

Key Responsibilities:

- Supporting online and in person events from invites and bookings to creating event materials
- Supporting the creation of campaign plans
- Compiling campaign and event reports
- Coordinating and supporting user voice groups
- Creating promotional materials to use in campaigns – emails, posters, social media posts
- To promote Autism Bedfordshire's services
- Managing workload independently and prioritising tasks Liaising with multiple project partners and attend networking events as required
- To be up to date in the understanding and implementation of Autism Bedfordshire's policies and procedures

If you think this might be the role for you and want to discuss in more detail then contact Rebecca Ellis on 01234 350704 or email: rebecca.ellis@autismbeds.org

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