



1 Hammond Road, Elms Farm Industrial Estate, Bedford MK41 0UD
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 Email: enquiries@autismbeds.org
 Website: www.autismbedfordshire.net

Registered Charity No. 1100722

Campaigns Support Officer 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 Information, Advice and Guidance		X
Experiencing creating marketing materials		X
Administration experience	X	

Experienced in project coordination	x	
Experience of supporting vulnerable adults		x
Knowledge		
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	
Qualifications		
A level or equivalent		x
Safeguarding		
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.