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Registered Charity No. 1100722

# Adult Skills Tutor and Support Officer

## Milton Keynes

## Adult Services

### Person Specification

Skills and Attributes	Essential	Desirable
Ability to work in a team	X	
Willingness to work flexible hours, including evening and weekends	X	
Willingness to work flexible across Hertfordshire locations as required.	X	
Commitment to Equal Opportunities	X	
Leadership and Management	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	
An understanding of different learning styles and how to differentiate through various teaching methods	X	
Ability to plan and deliver imaginative and motivational sessions with a clear focus on the needs of the individual learner.	X	
<b>Experience</b>		

3 years' experience of delivering skills programmes to vulnerable people	X	
2 years' Experience of delivering skills and/or workshops	X	
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	
Teaching qualification	x	
Additional specialist autism training		X
Management Qualifications		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.