



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

Registered Charity No. 1100722

## Adult Skills Tutor and Support Officer

### Milton Keynes

### Adult Services

**Hours:** 37.5 (including some evenings and weekends)

**Salary:** £22,604.00

**Contract Duration:** 12 months fixed term (potential to renew)

**Location:** Milton Keynes and Bedford

**Reporting to:** Adult Services Director and Adult Services Manager

**Closing Date:** 20th May 2022

**Interviews:** week commencing the 23<sup>rd</sup> of May 2022

Autism Bedfordshire's services help break down the barriers to social participation for autistic people and their families by providing places where they can go and feel comfortable, accepted, and not judged by society.

We offer a wide range of services across Bedfordshire, Milton Keynes and Hertfordshire including community-based outreach work, adult skills development courses and workshops, employment support, employers support, daytime and evening social groups, transitions support, benefits advice, and specialist helpline service for autistic adults, families, and their careers. We have been making a difference since 1991 by combining our expertise with innovative approaches and putting the autistic community at the heart of what we do.

This project aims to support individuals in Milton Keynes to understand and embrace their identity as an autistic person through exploring topics such as understanding autism, managing anxiety, social skills and navigating support available from other community, voluntary services. This will be delivered via 121 support and adult skills development courses and workshops.

By accessing this support, autistic adults, as well as their families, will be supported to become empowered.

#### Key Responsibilities:

- To lead skill development courses and workshops
- To create new skills courses and recourses and make changes to delivery when needed.
- Monitor learner progress to ensure learning continues and learners achieve in a timely manner.
- Seek feedback from learners on learning support materials to review and improve the service and learning experience.

- To plan, coordinate and deliver our monthly daytime and evening adult social group in Milton Keynes
- Contribute to the development of the service and play a part in support, supervision and training as required. The role is a non-clinical role, however the post holder will receive support from both Autism Bedfordshire and the adult autism service.
- Following the agreed period of case management, refer members on to the voluntary sector or local community support services, or other statutory services where appropriate.
- To support individuals, their parents, partners, or carers to understand and embrace their identity as an autistic person through exploring topics such as understanding autism.
- Make recommendations on where a non-clinical approach might support the individual better or complement existing clinical interventions and improve outcomes.
- You will be able to work across several agencies, developing positive working relationships and promoting positive engagement in respect of the autistic community.
- To create and maintain accurate records and reports of the work undertaken.

If you think this might be the role for you and want to discuss in more detail, then contact

Sharna Raine (Adult Services Director) on 01234 350704 or email: [sharna.raine@autismbeds.org](mailto:sharna.raine@autismbeds.org)

To apply, please download an application form by visiting our website:

<https://www.autismbedfordshire.net/volunteer>

### **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.