



Learning Mentor (Autistic Adults)

Hertfordshire

Adult Services

Hours: Zero hour contract

Salary: £11.72 per hour (£10.46p.h. + £1.26p.h. holiday pay)

Location: Hertfordshire

Line Management: Adult Services 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 Hertfordshire, Bedfordshire and Milton Keynes. Our adult support services primarily focus on working with autistic adults who do not have a learning disability through skill development, advocacy for our membership and social opportunities.

This exciting new position will work closely with a brand-new team that's mission is to improve the lives of the Autistic community across Hertfordshire. If you want to be part of a team that is genuinely passionate about making a difference to others this could be an opportunity for you.

Key Responsibilities:

- To provide ongoing support to group leaders to supervise and run scheduled Autism Hertfordshire activities.
- Work in a personalised manner with group participants to ensure the groups they are joining are accessible to them.
- Develop and maintain good working relationships with venues accessed by Autism Hertfordshire's services.
- Develop positive relationships with Autism Hertfordshire's membership identifying and sharing specific needs that can be embedded into working practice within the organisation.
- Ensure premises are left clean and tidy following scheduled Autism Hertfordshire activities and that breakages are reported correctly.
- In conjunction with tutors carry out administration work as required to assist the running of scheduled Autism Hertfordshire activities.
- Report safeguarding concerns to Autism Hertfordshire's Safeguarding Officer.

Policies and Procedures

- Carry out all operations in line with Autism Hertfordshire's Policies and Procedures.
- Support and promote Autism Hertfordshire's Safeguarding Policy.
- Adhere to the Autism Hertfordshire Data Protection & Confidentiality Policies.
- Ensure all confidential material is kept in secure storage in line with Autism Hertfordshire's Data Protection & Confidentiality Policies.

Scheduled Activities

- Promote social and communication development through stimulating activities appropriate to age range and abilities.
- Provide feedback from individuals accessing our services to the wider team.
- Where required attend meetings addressing the needs of individuals accessing our services.

To apply, please download an application form by visiting our website: [Vacancies and Volunteering » Autism Bedfordshire](#)

Or to discuss the role further please contact Alex McGuinness on 07878 886 075 or email: Alex@autismherts.org

Person Specification

| Skills and Attributes | Essential | Desirable |
|---|-----------|-----------|
| Ability to work in a team | X | |
| Commitment to Equal Opportunities | X | |
| Ability to use own initiative within delegated authority | X | |
| Ability to prioritise tasks | X | |
| A clear and concise communicator of information | X | |
| A calm and diplomatic manner when interacting with others | X | |
| A high degree of emotional resilience | X | |
| Flexibility to adapt with members needs | X | |
| Experience | | |
| Lived experience of autism or co-occurring neurodivergent condition | | X |
| Experience of supporting vulnerable adults | | X |
| Experience of offering support within an educational setting | | X |
| Knowledge | | |
| Autism Spectrum Condition | x | |

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|--|---|---|
| Asperger's Syndrome | x | |
| The role of the voluntary sector | | X |
| The role of the statutory sector | | X |
| Qualifications | | |
| Further Education Qualification | | X |
| Teaching Assistant qualification | | X |
| Additional specialist autism training | | 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.