



Registered Charity No. 1100772

## Manager Hertfordshire Adult Services

**Hours:** 37.5 hours per week (including some evenings and weekends)

**Salary:** £30,762 - £36,794 depending on experience

**Location:** Blended model based on service need: We have bases across Hertfordshire and some home working

**Closing Date:** 12<sup>nd</sup> August 2022

**Interviews:** 19th August 2022

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

In 2021 Autism Bedfordshire, funded by Hertfordshire County Council, launched a brand-new life changing service for the residents of Hertfordshire. This service is now known locally as Autism Hertfordshire (Delivered, provided by Autism Bedfordshire)

The team offer a wide range of services, including; community-based outreach work, adult skills development courses and workshops, transitions support, post diagnosis support, carers support and a specialist helpline service for autistic adults, families and their carers/professionals.

A new and exciting opportunity has arisen to manage the day-to-day delivery of the Adult Services department across Hertfordshire.

You will have oversight of service delivery and lead on partnership working and collaboration across the geographical area. You will support all staff in their work, ensuring high quality and safe practice.

You will have a minimum of 3 management experience and a demonstrable track record within the field of adult social care and community-based services, as well as an understanding of autism and cooccurring conditions. You will be able to demonstrate passion for collaboration, partnership, strategic and service development.

### **Job Purpose:**

To support delivery, develop and lead services in accordance with funded priorities and membership feedback. Currently these are;

- Adult Skill Development courses and workshops
- Transitions Support (16-25 years)
- Carers Support
- Post Diagnosis Support
- Advocating on behalf of our membership

- Helplines

### Key Responsibilities:

- To project lead on high quality services offered by Autism Hertfordshire’s Adult Services Team across Hertfordshire
- To project lead and manage multiple funded projects
- To run monthly carer workshops and support groups
- To oversee and support where needed with adult skills courses and workshops focused around clients’ social, employment, independence and leisure skills needs
- To manage and supervise both paid and volunteer staff involved in projects and services
- To report to the Adult Services Director on the activities of adult services projects
- To be Autism Hertfordshire’s key contact for partnership and stakeholder meetings
- To create and maintain accurate records and reports of the work undertaken
- To oversee and support the transitions officer with working with 16-25-year-olds
- To support the Adult Services Director in reporting service activity to funders and other interested parties
- To lead on safeguarding training for both paid staff and voluntary staff
- To oversee and support risk management and assessments
- To promote Autism Bedfordshire’s services to potential members
- To be up to date in the understanding and implementation of Autism Bedfordshire’s policies and procedures
- To assist in resolving issues highlighted by helpline calls

### 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	
Experience of report writing	x	
Ability to motivate self and others	X	
Flexible	X	
<b>Experience</b>		
Management and supervision of a team	X	

Experience of working in collaboration and partnership	X	
Experience of managing and delivering programmes to vulnerable people	X	
Experience of advocating on behalf of others	x	
Experience of delivering carer support	X	
Familiarity with digital platforms, such as Facebook, smartphone applications and accessing information via a range of online sources.	X	
<b>Knowledge</b>		
Autism	X	
Asperger's Syndrome	X	
The role of the voluntary sector	x	
The role of the statutory sector	x	
Safeguarding	x	
Project Management		X
ICT skills – Microsoft office	X	
<b>Qualifications</b>		
A level or equivalent		X
Further Education Qualification		X
Additional specialist autism training		X
Health and Social Care		X
Management		X
<b>Safeguarding</b>		
DBS required (Autism Bedfordshire will provide this)	X	