

Engagement and Co-production Lead Adult Services (18 Months Fixed Term)

Hours: 20-25hrs (including some evenings and weekends, term time only will be considered for the right candidate)

Salary: 25,796 - £30,762 (FTE)

Location: Based in Bedfordshire,

Reporting to: Director of Adult Services

Line Managing: Marketing Support Officer

Contract: 18 Months fixed term initially (Potential to renew)

This role will lead our *Hear Me, See Me* campaign, a campaign working to understand more about the inequalities autistic people face accessing healthcare.

Who are we: Autism Bedfordshire is an independent charity, dedicated to improving the lives of autistic people and their families by providing impactful services across the county and beyond.

Aims of the project: The aim of the project is to create systemic change, providing equal access to health and social care services and information for autistic people across the East of England.. Having a good knowledge of the health and social care sector would be an advantage in this role, as you will be consulting with different public sector bodies to rally support and commitment to the project aims.

Who are you: Would you like a role where you can work towards a fairer society for autistic adults? Being successful in this role will help us make a lasting impact on the inclusion and equality of autistic adults.

- You will work on our project to improve health and social care policy and practice in Bedfordshire and the East of England. You will understand these projects are to create systemic change within the public health and social care sector to improve equal access to health information and services for all Autistic people.
- You will have strong project management skills, and experience in developing and rolling out webinars for healthcare professionals alongside overseeing and taking part in user voice groups.
- You must have experience of developing partnerships with diverse types of organisations and feel confident in building relationships with individuals from a wide range of backgrounds.
- You will need to be able to develop effective project planning documents and regularly monitor and evaluate the project.
- You will also be responsible for setting up and delivering strategic co-production at Autism Bedfordshire. You will help to provide a safe space for autistic people to share their lived experience of accessing services and information, and help facilitate their valuable contribution to various forums, boards, and strategies. You will have ideas as to how we can

strengthen our co-production function at Autism Bedfordshire, expand the reach of our existing network and engage more (and diverse types of) people in our co-production groups.

- You will have worked on engagement projects, ideally for a voluntary sector organisation, and will have excellent communication, networking, and facilitation skills.

Autism Bedfordshire offers a competitive salary and flexible working and believes this is a fantastic opportunity to make a difference and have a positive impact. We are a committed, passionate group and in joining us, you will become part of an inclusive, supportive team. We are proud to offer CPD opportunities.

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

Sharna Raine, our Adult Services Director: 01234 350704 / sharna.raine@autismbeds.org

To apply, please download an application form: <https://www.autismbedfordshire.net/volunteer>

Person Specification

Skills and Attributes	Essential	Desirable
Able to constructively build working relationships with colleagues and other partners	X	
Willingness to work flexible hours, including evening	X	
Commitment to Equal Opportunities	X	
Project management skills; able to plan, determine deliverables and review project based on objectives	X	
Able to work independently, set own priorities and deliver within agreed timescales	X	
Experience of Line Management		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 running and creating a regional campaign	X	
Experience of project management	X	
Experience of managing office staff		X
Experience of working with stakeholders at all levels	X	
Experience of advocating	X	
Experience of supporting vulnerable adults	X	
Experience of report writing		
Experience of setting up voice groups	X	
Knowledge		
Autism		X
Asperger's Syndrome		X
Experience of action research or other participatory research methodologies	X	
Experience with evaluation and monitoring of behaviour change projects in Health or a related area such as environment or social justice	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
Further Education 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.