**Engagement and Co-Production Support Officer vacancy**

**Adult Services**

**Hours:** 20hrs, flexible working

**Salary:** £21,000.00 (FTE)

**Actual**: £11,200.00

**Location**: Bedfordshire, hybrid working

**Closing Date:** 20th October 2022 at 6pm

**Contract length:** 12 months fixed term

**Interviews**: Interviews on 25th October

**Reports to:** Engagement and Co-Production Lead

Autism Bedfordshire is an independent charity that is dedicated to improving the lives of autistic people and their families by providing impactful services across the Bedfordshire, Milton Keynes, and Hertfordshire. This role will be working within our Adult Services team, services focusing on enabling and empowering autistic adults to lead independent and fulfilling lives.

**Would you like a role where you can work towards a fairer society for autistic adults?**

You will help us make a lasting impact on the inclusion and equality of autistic adults. You will also work on a specific project to improve health and social care policy and practice in Bedfordshire and the East of England.

The focus of these projects is 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.

This exciting role will work closely with the Engagement and Co-Production Lead to deliver projects raising awareness and acceptance of the challenges autistic adults face. Our passionate and knowledgeable team are on a mission to create systemic change within the public health and social care sectors – you will be an enthusiastic self-starter with a passion for helping people. The varied role will include creating marketing materials, supporting online and in person events and workshops, and listening to adults in our community talk about their experiences so we can help change things.

We are looking for some who enjoys working with people and can take a person-centred approach when working with our members. An ideal candidate will be organised and have strong administration and coordination skills. We are interested in candidates with experience creating marketing materials (emails, webpage copy, event posters) and any experience running events or workshops on virtual platforms.

This is a creative, passionate team so we would love a candidate who is enthusiastic about what we do, eager to learn and always looks to find a solution. We are a growing charity with lots of exciting projects coming up and can’t wait to welcome a new member of the team.

**Key Responsibilities:**

* Supporting online and in person events from invites and bookings to creating event materials
* Supporting the creation of campaign plans
* Compiling campaign and event reports
* Coordinating and supporting user voice groups
* Creating promotional materials to use in campaigns – emails, posters, social media posts
* To promote Autism Bedfordshire’s services
* Managing workload independently and prioritising tasks
* Liaising with multiple project partners and attend networking events as required
* To be up to date in the understanding and implementation of Autism Bedfordshire’s policies and procedures

If you think this might be the role for you and want to discuss in more detail then contact Sharna Raine on 01234 350704 or email: sharna.raine@autismbeds.org

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

### 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 |  |
| Ability to motivate self and others | x |  |
| Flexibility to adapt with members needs  | x |  |
| **Experience** |  |  |
| Experience of Information, Advice and Guidance  |  | x |
| Experiencing creating marketing materials |  | x |
| Administration experience  | x |  |
| Experienced in project coordination  | x |  |
| Experience of supporting vulnerable adults  |  | x |
| **Knowledge** |  |  |
| 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 |  |
| **Qualifications** |  |  |
| A level or equivalent |  | 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.