



## Learning Mentor (Autistic Adults) BLMK Adult Services

**Hours:** Part-time hours- Up to 30 per month

**Salary:** £10.46 per hour (plus holiday pay)

**Location:** BLMK (Bedfordshire, Luton, and Milton Keynes)

Autism Bedfordshire is an independent charity that is dedicated to improving the lives of autistic people and their families by providing impactful services across Bedfordshire, Milton Keynes and Hertfordshire. 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 team that's mission is to improve the lives of the Autistic community across BLMK. 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 Bedfordshire 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 Bedfordshire's services.
- Develop positive relationships with Autism Bedfordshire's membership identifying and sharing specific needs that can be embedded into working practice within the organisation.
- Ensure the premises are left clean and tidy following scheduled Autism Bedfordshire activities and that breakages are reported correctly.
- In conjunction with tutors carry out administration work as required to assist the running of scheduled Autism Bedfordshire activities.
- Report safeguarding concerns to Autism Bedfordshire's Safeguarding Officer.

### Policies and Procedures

- Carry out all operations in line with Autism Bedfordshire's Policies and Procedures.
- Support and promote Autism Bedfordshire's Safeguarding Policy.

- Adhere to the Autism Bedfordshire Data Protection & Confidentiality Policies.
- Ensure all confidential material is kept in secure storage in line with Autism Bedfordshire'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](#)

### 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	
<b>Experience</b>		
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
<b>Knowledge</b>		
Autism Spectrum Condition	X	

Asperger's Syndrome	x	
The role of the voluntary sector		X
The role of the statutory sector		X
<b>Qualifications</b>		
Further Education Qualification		X
Teaching Assistant qualification		X
Additional specialist autism training		X
<b>Safeguarding</b>		
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.