



## Talking sense about autism.

40 Caversham Road, Reading, Berks, RG1 7EB

### Job Description

<b>Job Title:</b>	Project Coordinator – Volunteers.
<b>Reporting to:</b>	CEO
<b>Projects:</b>	<b>Berkshire Community Health Champions</b>
<b>Salary:</b>	<b>£17.85 per hour plus holiday pay and NEST pension</b>
<b>Location:</b>	Hybrid working between home, our Reading-based office, and fund-raising and awareness events across Berkshire.
<b>Hours:</b>	14 hours per week, weekend and out of hours as necessary

*This job may be suitable for volunteers who have worked in this area and wish to move into paid employment.*

### **Main Purposes of Job**

As part of Autism Berkshire's dynamic and highly-motivated team, you will develop and lead our new Volunteer initiative to recruit, train and develop neurodiverse volunteers with the aim of supporting them into paid employment in the local area. The role will encompass work within our partner organisation Graft.

### **Main duties and responsibilities**

You will be expected to:

1. Be the first point-of-contact for all existing and prospective volunteers for Autism Berkshire.
2. Recruit and induct enthusiastic and motivated volunteers from the local neurodiverse community.
3. Allocate and supervise the work of the volunteers ensuring that their contribution is timely and useful.
4. Act as a mentor for each volunteer. Work collaboratively with each volunteer to support their needs and well-being whilst encouraging their personal development.
5. Support volunteers at fund-raising and autism-awareness events across Berkshire on behalf of Autism Berkshire.
6. Work closely with other team members to maintain effective communication and information sharing within the team regarding the volunteer service.
7. Manage our Autism Alert Card Scheme including training and supporting volunteers to process applications, issue cards and respond to questions from applicants and users.
8. Recruit autistic adult to be experts by experience for the Oliver McGowan training project.
9. Contribute to maintaining and developing a quality service.

 Helpline: **01189 594 594**   
contact@autismberkshire.org.uk  
www.autismberkshire.org.uk



## **Talking sense about autism.**

40 Caversham Road, Reading, Berks, RG1 7EB

10. Keep accurate personnel records for each volunteer and check any expenses claimed by them.
11. Keep accurate and up-to-date records of the work of the Volunteer service and Autism Alert Card services. This will include uploading and updating records on the required systems and databases, and reporting on all aspects of the service as required in accordance with Autism Berkshire's policies and procedures.
12. Assist the Project Executive with reporting to funders of the relevant services, and work with the Communications and Fundraising Officer to ensure effective communication with the charity's service users and assist with information required for funding applications.
13. Adhere to agreed information-sharing and confidentiality protocols in order to comply with the Data Protection Act (DPA 2018) and GDPR.
14. Participate in regular reviews of work, other evaluations, KPIs and record case studies to ensure the service is of high quality.
15. Contribute to team meetings and actively take part in six-weekly supervision, using the time to discuss case issues and your practice. This time will also be used to identify your training needs and development.
16. Have the ability to manage your own administration with some support and be competent in basic computer skills.
17. Have an awareness and understanding of all Autism Berkshire policies and procedures.
18. You may be expected to work at evenings and weekends on occasions and carry out other duties as required.

### **Training and Development**

You will participate in relevant training and development required by Autism Berkshire to effectively carry out your role and responsibilities. This will include Autism Berkshire's procedure for promoting and safeguarding the welfare of children and vulnerable adults and Prevent requirements, as set out in the policies and procedures.

### **Equal Opportunities and Diversity**

You will comply with Autism Berkshire's Diversity and Equal Opportunities Policy in every aspect of your work and positively promote the principles of these policies among colleagues, service users and other member of the community.

### **Health and Safety and Data Protection**

You will adhere to all Autism Berkshire policies in relation to health and safety and ensure all necessary training needs are met, to assist with the provisions and risk assessments within the work place environment. You will ensure that you comply with all aspects of the Data Protection Act and comply with Autism Berkshire's policy.

### **Safeguarding**

Autism Berkshire is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our

 Helpline: **01189 594 594**   
contact@autismberkshire.org.uk  
www.autismberkshire.org.uk



**Talking sense about autism.**

40 Caversham Road, Reading, Berks, RG1 7EB

recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

**Person Specification**

Criteria	Essential	Desirable
1. Skills/abilities	<p>Good timekeeper and good organisational skills</p> <p>Self-starter, able to use initiative and to problem-solve</p> <p>Effective communicator</p> <p>Able to work effectively with a wide range of people</p> <p>Able to travel independently across Berkshire</p>	
2. Knowledge	<p>Knowledge of neurodiversity.</p> <p>Good command of Microsoft Office including email, Word, PowerPoint, Excel</p> <p>Knowledge of Safeguarding</p>	
3. Experience	<p>Experience of working with volunteers.</p> <p>Experience of supervising a team.</p> <p>Experience of developing individuals.</p>	<p>Charity/voluntary sector working</p> <p>Experience of using Charity Log Database.</p> <p>Lived experience of autism.</p>
4. General	<p><b>Able to work 2 days</b></p> <p>Able to work flexible hours in order to attend events which may be evenings and weekends.</p>	
5. Qualification	<p><b>Education to A level</b></p>	<p>Mentoring or counselling qualification.</p>

 Helpline: **01189 594 594**   
[contact@autismberkshire.org.uk](mailto:contact@autismberkshire.org.uk)  
[www.autismberkshire.org.uk](http://www.autismberkshire.org.uk)