

Job description
Young person (16-25) and Family Coordinator

POST TITLE	Young person (16-25) and Family Coordinator
Accountable to	Charity Manager
Terms and conditions	14 hours per week (Mainly Term Time) 12-month contract – (3-month probation) Number of hours per week: 14 hours per week
Core Purpose(s)	To co-ordinate, signpost and connect appropriate support and information services to young people (16-25yrs) and family members and carers. All within the West Essex area
Duties (Specific)	<ul style="list-style-type: none"> • Supporting families of autistic / neurodivergent young people, including connecting and signposting to relevant services and organisations. • Regularly triaging with wider team members to manage the range of connections / support requests from YP / Families / professionals. To formulate the most appropriate (PACT) response. • Working with the other team members, planning, running, and facilitating a variety of information and support sessions / workshops / guest speaker events. (Virtual / face to face). These information and support sessions are required to be planned throughout West Essex, so a car and full driver licence is essential. • You will be expected to utilise a variety of communication platforms depending on the individuals' preferred communications methods. i.e. phone (text) online / virtual meetings, social media messaging and emails. (Phone and laptop supplied) • Attending additional meetings and events and liaising with a variety of professionals across many sectors, to better inform and improve external services whilst further promoting the services PACT can offer. • Feedback all information gained to the wider team, to better inform the families and young people we support. • Bringing an autism / neurodivergent (lived experience) voice to the wider professional community. • Liaising with new parents, carers, and professionals, offering our charity registration and the benefits of receiving monthly newsletters. Offering initial support and signposting to relevant services and organisations. • Work collaboratively and flexibly within the wider team to offer support and share working responsibilities. • Arrange and support relevant meetings with external agencies, partners, and individuals to better understand a range of transition options i.e. employment / volunteering/ internships etc. • Liaise with relevant external organisations to build relationships, make connections, and promote the charity's services.

	<ul style="list-style-type: none"> • Maintaining a thorough understanding of the spectrum of Neurodivergence and keeping up to date with relevant research and information. • Support volunteers' whilst working alongside you. • Some administration and data collection responsibilities will be required, Updating of all data of attendance, for all support services on spreadsheets or other reporting documents. A good knowledge of MS Office software would be advantageous.
<p>Duties (General)</p>	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role as stated. • Some level of flexibility may be required in the working pattern to accommodate charity events / fundraising activities. • To act solely within the Objects of the Articles. • Ensure that all duties and services provided are in accordance statutory/mandatory requirements e.g. Equal Opportunities, Health & Safety, GDPR, Safeguarding, Charities Commission etc. • The duties above are neither exclusive nor exhaustive and the post holder may be required by Trustees to perform other appropriate duties within the context of the job role. • This job description will initially be reviewed within the first three months and then annually as part of the performance management review, or at such other times as circumstances/changes may dictate.
<p>Working arrangements</p>	<ul style="list-style-type: none"> • Flexible / requirements to work weekends and evenings. • Fluid expectations to manage both personal / professional workloads. • Remote working is required on occasion, but risk assessed. • Face to face / lone working is only at your discretion and if other options have been considered. • Cover to support wider PACT activities and events