

Job description

Adult Coordination Officer

POST TITLE	Adult Coordination Officer
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 autistic/ neurodivergent adults, which may include family members and carers. All within the West Essex area.
Duties (Specific)	<ul style="list-style-type: none"> • Supporting autistic / neurodivergent adults, including connecting and signposting to relevant services and organisations. • Regularly triaging with wider team members to manage the range of connections / support requests from autistic / ND adults / 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 adults that we support. • Bringing an autism / neurodivergent (lived experience) voice to the wider professional community. • Liaising with new adults, their families, and appropriate professionals, offering our charity registration and the benefits

	<p>of receiving monthly newsletters. Offering initial support and signposting to relevant services and organisations.</p> <ul style="list-style-type: none"> • 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 support and information sharing options. • Liaise with relevant external organisations to build relationships, make connections, and promote the charity's services. • 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