

Role Description

Job Title:	Learning and Engagement Facilitator
Reports to:	Community Services Manager
Hours	14 hours per week: flexible working.
Location of work	Hybrid working. You will be working at home and in the office with regular travel requirements across West Essex.
Annual leave	25 days annual entitlement plus bank holidays (pro-rated).
Salary	£9,474.51 (£24,638.99 FTE based on 37 hours p/w - 52.14 weeks per year).

Job Purpose:	<ul style="list-style-type: none"> • The Learning and Engagement Facilitator plays a key role in promoting autism awareness, acceptance and understanding across the community. • To plan and deliver inclusive workshops, talks, “Explore” and information sessions to beneficiaries, schools, employers and other external organisations. Supporting partnership relationships and helping to develop high-quality educational resources and services that reflect the charity’s mission and values. • To collaborate with internal team members and external professionals to ensure a co-ordinated and informed response to support requests. • To advocate for the lived experiences of autistic individuals and for service development with professional networks. • To maintain accurate records and contribute to continuous improvement through data collection and feedback sharing.
Main responsibilities:	<p>Education Delivery & Facilitation</p> <ul style="list-style-type: none"> • Plan, prepare and deliver talks, workshops, “Explore” and guest speaker sessions to beneficiaries, external organisations, agencies, employers, and potential funders both virtually and in person. • Support the development, organisation and collaboration of the charity’s “Talks” service, ensuring sessions run smoothly and meet community needs. • Collaboratively plan and facilitate information sessions, workshops and events with the wider network of community services across West Essex. • Work with the wider Community Services Team to collaboratively plan, organise, and facilitate information sessions, workshops, and guest speaker events (both virtual and in-person) across West Essex. • Support and supervise volunteers during events and activities. <p>Information Sharing & Advocacy</p> <ul style="list-style-type: none"> • Research, develop and share accessible, inclusive information relevant to our beneficiaries’ needs. • Maintain up to date knowledge of local resources and networks. • Promote inclusive practices and advocate for accessibility and equity in community spaces.

	<p>Engagement, Outreach, Partnership Building & Representation</p> <ul style="list-style-type: none"> • Attend meetings, events, and networking opportunities with a range of professionals and organisations to raise autism awareness and promote the charity's services. • Liaise with schools, academies, further education providers, employers and other agencies to build partnerships and offer learning opportunities. • Represent the views and lived experiences of beneficiaries in external network meetings, at public events and during professional discussions. • Identify and pursue opportunities to promote the charity's talks, workshops and training services to increase and develop community engagement. • Maintain regular communication with professionals, including providing charity registration details, newsletters and relevant updates. • Offer initial signposting and information to external professionals and organisations to help connect beneficiaries with appropriate support. • Build and sustain positive working relationships with external organisations to broaden awareness and expand the charity's network. • Act as an empathic voice, ensuring the perspectives of autistic individuals are accurately reflected in communications, meetings and collaborative work. <p>Content Development & Resource Creation</p> <ul style="list-style-type: none"> • Develop electronic presentation slides, handouts and other tools and resources relevant to various audiences for final sign-off by the Community Services Manager. • Contribute to the long-term development of training and accreditation pathways that enhance the charity's education and talks service. <p>Administration & Reporting</p> <ul style="list-style-type: none"> • Maintain accurate records of service usage and event attendance using spreadsheets or other reporting tools. • Contribute to reflective practice and internal feedback loops to inform organisational learning and improve support strategies. • Complete administrative tasks, including maintaining spreadsheets, attendance records and reporting documents. • Support the collection and organisation of feedback and satisfaction data for monitoring and evaluation of the service. <p>General Duties</p> <ul style="list-style-type: none"> • Attend PACT For Autism Events and activities as directed by the Community Support Manager. • Stay informed on current research and developments in neurodivergence. • Maintain a thorough and up-to-date understanding of autism, relevant research and best practice guidance. • Engage in ongoing professional learning to ensure content is accurate, current and meaningful.
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	<ul style="list-style-type: none"> • A level of flexibility is required in the working pattern to accommodate charity events/fundraising activities. Weekend and evening work will be required, dependent on the charity's need. • Undertake other duties relevant to the job purpose as required in line with the charity's mission and values. • Ensure all responsibilities are carried out in line with Safeguarding, GDPR and other organisational policies and procedures. • Act within the Objects of the Articles and support the charity's core values. <p><i>This role description will be reviewed annually as part of the performance management review or at such other times as circumstances/changes may dictate.</i></p>
Essential Criteria	<ul style="list-style-type: none"> • Demonstrable understanding of the challenges experienced by families and individuals within the autistic community. • Proven ability to communicate effectively across various platforms (e.g. phone, text, email, virtual meetings, social media), to a variety of audiences. • Demonstrable experience supporting learning or training activities within an education, social care or community setting. • Strong interpersonal skills and ability to build trust with individuals from diverse backgrounds. • Ability to work both independently and collaboratively within a team. • Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). • Experience in planning and facilitating workshops or community events for varied audiences. • Familiarity with and adherence to safeguarding practices, GDPR and confidentiality protocols. • Ability to work flexibly, including evenings and weekends. • Commitment to the values and mission of PACT for Autism. • Good understanding of autism and neurodivergence and the ability to maintain up-to-date knowledge. • Full UK Driving license with access to a vehicle for work purposes.
Desirable Criteria	<ul style="list-style-type: none"> • Experience working within education, social care, or the charity and voluntary sector. • Experience developing learning materials and/or educational resources. • Knowledge of community engagement or partnership working. • Experience of managing and supporting volunteers. • Experience of the collection of high-quality data and reporting and analysis informing service improvement. • Knowledge of local services and organisations relevant to neurodivergent adults in West Essex.