Candidates for this post will be assessed on their ability to do the job as outlined in the job description and using the person specification criteria set out below.

Please to tell us about all your relevant experience on the application form. Please provide an example of how you have gained or used the skill or quality.

**Qualifications**

**Essential:**

1. Evidence of higher-level qualifications as well as GCSE (or equivalent) qualifications in Maths and English

**Desirable:**

1. Level 3 Certificate Advocacy Core Module or willingness to work towards it
2. Relevant qualifications in autism (or demonstrable relevant experience)

**Knowledge**

**Essential:**

1. A good understanding of autism as a spectrum, affecting individuals differently
2. A good awareness of the range and impact of issues affecting autistic adults
3. A good understanding of a range of strategies to support autistic adults
4. A good understanding of legislation and policies affecting this group
5. A good working knowledge of health and social care systems, policies and procedures
6. Awareness of local services available and when and how to signpost to others
7. Awareness of confidentiality, data protection and safeguarding
8. Awareness of partnership working and working practices of partners
9. Awareness of advocacy principles/approaches and how to use to support this group effectively

**Experience**

**Essential:**

1. Experience of working alongside autistic adults to help them reach their goals
2. Experience of working effectively in an inter-agency context and with a range of people, including health and social care professionals, families and carers

**Desirable:**

1. Experience of providing advocacy or related support
2. Experience with use of databases and recording systems
3. Experience of completing assessments of needs with autistic adults
4. Experience of supervising volunteers, students or staff
5. Experience of running groups and drop-ins
6. Experience of contributing to funding reports or bids
7. Experience of service development
8. Experience of co-production
9. Experience of providing direct advocacy support to autistic adults

**Skills**

**Essential:**

1. Excellent organisational skills, and the ability to manage appointments effectively and follow up enquiries/signposting effectively
2. Ability to prioritise competing demands and to work on own initiative
3. Ability to maintain and develop excellent knowledge of local services and signpost/provide information in a way that meets individual needs
4. Ability to lead a team within the Hub settings, including working together with partner agencies and with other staff
5. Ability to support and use the skills of volunteers, including autistic volunteers
6. Ability to ensure policies and procedures of both Advonet and partner agencies are adhered to and standards maintained
7. Demonstrable skills in information provision/signposting
8. Demonstrable skills in advocacy
9. Ability to manage information resources, ensuring they are as accessible as possible
10. An ability to be flexible and cope calmly with unexpected situations
11. Ability to listen and engage with people from diverse backgrounds
12. Ability to display empathy in a range of situations
13. Ability to work creatively using a person-centred approach
14. Ability to support others in their development and make the best use of their skills
15. Good collaborative, partnership and team working skills, ability to develop partnership working opportunities and take forward new ideas/suggestions
16. Good IT skills in Microsoft Office packages (Word, Excel, PowerPoint and Outlook)
17. Ability to contribute to and oversee effective recording
18. Ability to collate records/outcomes to contribute to funding reports
19. Ability to manage groups and support participation
20. Awareness of and ability to ensure the environment/approaches are as autism-friendly as possible and address any issues
21. Ability to support development of new groups/workshops and user involvement initiatives together with other AIM staff

**Attitudes and Disposition**

**Essential:**

1. Prioritise co-working with autistic adults in running and developing the service, respecting the views of autistic adults that use and work at the service and nurturing their skills
2. A commitment/passion in identifying and addressing barriers for autistic adults
3. Ability to demonstrate a solution-focused and creative approach in addressing needs
4. Being willing and able to work with and take strategic direction from the Team Manager and Steering Group
5. Flexibility and adaptability in managing competing or unexpected demands
6. A commitment to equality, diversity and fairness and an ability to apply these principles in practical decision making
7. To exemplify a person-centred approach and empowerment with service users, volunteers and others
8. A high level of self-awareness and commitment to your own professional development
9. A commitment to the values, aims and objectives of Advonet and of Leeds Autism AIM
10. A high degree of emotional intelligence to lead and empower others to maximise their strengths
11. Being creative and solution-focused
12. Working with integrity and passion