



Do you want to work for an award winning charity?

Telford & Wrekin CVS are looking for value driven people to join our dynamic and diverse team.

All Age Autism Hub Team Assistant 18 hours per week Permanent Contract

An exciting opportunity to be involved in the delivery and development of the Telford All Age Autism Hub.

Your role will be to work across the team which specialises in supporting Adults, Children and Families living with Autism, playing a fundamental role in the day-to-day delivery of the service provision. It is important that the postholder exercises initiative, works conscientiously and respects the confidentiality of information relating to clients and staff. The Team Assistant will provide efficient office support to ensure a seamless first point of contact. Opportunities will arise to meet the needs of the beneficiaries which will incorporate delivering community-based support services at a local level. The Team Assistant must liaise confidently with professional colleagues from Education, Health, Social Care and the voluntary and community sector. Facilitating and developing links to statutory and voluntary agencies for the benefit of Children, Young People and Adults with Autism or awaiting a diagnosis.

The successful candidate may be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS Code of Practice; a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

Closing Date: Monday 1st December 2025

For an informal discussion contact Lucie Roberjot, on (01952) 457172 or by email lucie.Roberjot@tandwcvcs.org.uk

Please return completed application form to Karen Morrow, Senior Manager - HR, email karen.morrow@tandwcvcs.org.uk