



# 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.

## Telford Autism Hub (Children 0-18years) Team Assistant

21 hours per week

**Fixed Term Contract until 31<sup>st</sup> March 2025 with the possibility of an extension.**

If you are passionate about supporting families and children, young people, pre-diagnosis (on the pathway awaiting assessment for Autism) or have received a diagnosis of autism, then this opportunity could be for you.

You will: -

- Support children and young people awaiting an assessment or with a diagnosis of autism and their parents.
- Facilitate and develop links to statutory and voluntary agencies for the benefit of children, young people, their parents and our service.
- Support and deliver the day-to-day delivery of the service provision

The successful candidate will 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be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn.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: 18<sup>th</sup> October 2024**

For an informal discussion contact Julie Collins, Senior Manager – Children's Service, on (01952) 457439 or by email [Julie.collins@tandwcvcs.org.uk](mailto:Julie.collins@tandwcvcs.org.uk)

For an application pack, please contact Karen Morrow, HR Officer, on (01952) 916036 or email [karen.morrow@tandwcvcs.org.uk](mailto:karen.morrow@tandwcvcs.org.uk)