



## Telford and Wrekin CVS

*Involving, Inspiring, Supporting*

We are looking to appoint an enthusiastic and motivated person to join our Children's Autism Hub. If you are passionate about supporting children and young people with autism, and their parents / carers, then this exciting opportunity could be for you.

**Telford Autism Hub Team Assistant (children 0 – 16 years)**  
**Salary: £9,170 per annum**  
**18 hours per week: Temporary contract until 31 March 2024**

This role is to:

- Support children and young people with 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 creative sessions for peer support for families.
- Staff and manage the referral line; acting as the initial point of contact which includes:
  - Obtaining client details and brief outline of concerns.
  - Forwarding of referral information and related messages to the team.
  - Inputting of referral information onto the database.
- Production, including the printing of leaflets, posters, flyers, agendas, letters, questionnaires and forms.

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

For an application form, packs are available from Karen Morrow on (01952) 916036 or by email: [karen.morrow@tandwcvcs.org.uk](mailto:karen.morrow@tandwcvcs.org.uk)

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 children, 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be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn.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.

The successful candidate will be required to complete a questionnaire to assess any health and safety workplace needs through the Local Authority's Occupational Health Service.

**Closing Date: 3pm on Friday 13 May 2022**

Registered Charity Number: 702589