



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 (Adults) Team Assistant 16 hours per week Fixed Term Contract until 31st March 2025 with the possibility of an extension.

If you are passionate about supporting adults & young people, with autism, then this opportunity could be for you.

You will: -

- To support adults with autism and their parents/carers.
- To facilitate and develop links to statutory and voluntary agencies for the benefit of young people 16 plus and adults with care needs
- To play a crucial role in supporting and enhancing transition services for autistic individuals
- Collaborating with schools and families to create a tailored transition plan that addresses the unique needs of the individual
- To support the delivery of the autism hub

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be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn.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: 8th November 2024

For an informal discussion contact Lucie Roberjot, Senior Manager – Telford Autism Hub, on (01952) 457172 or by email lucie.Roberjot@tandwcvcs.org.uk

For an application pack, please contact Karen Morrow, Senior Manager - HR, on (01952) 916036 or email karen.morrow@tandwcvcs.org.uk

Registered Charity Number: 702589

A Company Limited by Guarantee Number: 2436644