



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 All Age Autism Hub Team Assistant 12 hours per week Fixed Term Contract until 31st March 2028 possibility of an extension.

Previous applicants need not apply

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. 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 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be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn.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: 11th April 2025

For an informal discussion contact Jeni Kuczynska, CEO, on (01952) 457172 or by email jeni.kuczynska@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