



JOB DESCRIPTION

Job title	Neurodiversity Employment Advisor
Reporting to	ADD-vance ADHD and Autism Lead
Responsible for	Delivery of specialist advice and support as part of the Work Solutions Employment Support Project
Contract	1 year (with potential to extend)
Location	Outreach worker with home working and hot-desk space in Hatfield
Hours per week	20 hours per week spread over 4 - 5 days
Pay	£32,175 - FTE (Pro rata £17,160)

Main purpose of the role

- To work in partnership with HAFLS/Work Solutions/HPCT on a pilot project to provide employment support to adults with a recent diagnosis of autism (or related neurodiverse conditions) or those awaiting diagnosis
- To assess and support the needs of neurodiverse individuals to enable them to move towards gaining employment
- To facilitate the development of individual action plans
- To offer information and advice to service users, support workers and potential employers, informing them of the help required to enable and empower neurodiverse people to access work and learning as routes into work. To help people to achieve their goals in both individual and group settings
- To provide information, support, training and coaching to project participants
- To increase awareness, understanding and acceptance of neurodiversity in the workplace, celebrating the strengths associated with a different way of thinking as well as finding ways to address the challenges

Duties and Responsibilities

To work flexibly within the team, undertaking a workload that reflects your skills, the needs of ADD-vance, and the specifications of contracts or funding it obtains. The role may include, but is not limited, to the following:

1	Mentor and coach neurodiverse individuals through job search, support with CVs, interview techniques and career guidance on an individual basis and in group settings.
2	Working alongside HAFLS/Work Solutions, develop and facilitate small group workshops and training modules to increase understanding of autism and related conditions, and to build skills and confidence in preparing for the world of work.
3	Build and sustain relationships with clients, family carers, employers and other organisations to support clients into employment and liaising and negotiating with employers as required.
4	Offer a client-centred service, which includes undertaking assessments in relation to work and learning - working flexibly with possible occasional out-of-hours appointments – consistently working to empower individuals to achieve their agreed goals.
5	Provide expertise and training within the team on neurodiversity and how to support individuals with these conditions in the workplace, ensuring all support is evidence-based and has regard to latest research and

	best practice.
6	Develop an outreach approach to delivery of service accessing community-based resources to the benefit of clients, looking to social media options for support and guidance for participants.
7	Ensure health and safety of self and others and undertake risk assessments of settings and work trial bases, providing time limited hands-on support in the workplace if required.
8.	Complete all the required paperwork and submit on a monthly basis, both electronic and hard copies as required to monitor the impact of the project.
9.	Attend weekly team meetings and provide ad hoc advice and guidance to the rest of the project team.

To promote the service and develop potential employment opportunities, by building long term relationships with:

- The Work Solutions Team
- HAFLS Employment Liaison Officer and HAFLS Volunteer Coordinator
- Local employers
- Those who refer clients to the service
- Other local employment agencies, including Job Centre Plus
- Local voluntary and community organisations that support clients.

To contribute proactively to delivering a service that empowers its clients and meets their individual needs, in a performance-driven and contract-led environment.

To adhere to ADD-vance’s confidentiality and data protection policies, whilst ensuring that any research evidence is collected, good records are maintained with effective use of ICT packages and paperwork completed to meet the needs of the service and to provide evidence of performance.

To work within all outlined policies and guidelines of ADD-vance, to ensure that you are contributing to its quality improvement and implement its equal opportunities, diversity and inclusion guidelines.

The duties and responsibilities listed above describe the post as it is anticipated at present. The post holder is expected to work flexibly and develop the role to meet key performance indicators as necessary over time.

PERSON SPECIFICATION

Person Specification Requirements	
The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the role:	
Knowledge & Experience	<ul style="list-style-type: none"> ● Experience of working with people who experience multiple barriers to employment and training – specifically those with neurodiverse conditions. (E) ● Excellent knowledge of neurodiversity and an in-depth understanding of how thinking differently can impact both individuals and employers. (E) ● Knowledge of, and experience in, what reasonable adjustments can be made to facilitate a positive employment experience for neurodiverse individuals and their employers. (E) ● Experience of mentoring and coaching neurodiverse individuals and providing them with support, advice and guidance to harness their skills and interests, with a view to gaining employment. (E) ● Experience of networking within a wide range of organisations including employers, voluntary sector support services, and private and public sector support agencies. (E) ● Proven track record of supporting neurodiverse individuals into work, education and / or volunteering opportunities. (E)

	<ul style="list-style-type: none"> ● Experience of providing support to neurodiverse individuals which might include individuals with additional needs and disabilities including, but not limited to mental illness, hearing impairment, visual impairment and mobility problems. (D) ● Experience of using your own initiative to resolve problems and creativity to drive development. (E) ● Experience of assessing the suitability of work placements with regard to health and safety practices. (D) ● A good understanding of the Equality Act and its implications in the workplace. (E)
Skills	<ul style="list-style-type: none"> ● Excellent communication and negotiation skills, using a variety of mediums to internal and external audiences, including staff, service users, external agencies and employers (E) ● Excellent time management skills and demonstrable ability to meet deadlines and achieve goals and targets (E) ● A positive, flexible and adaptable approach to work (E) ● Ability to deliver engaging presentations and workshops (E) ● Highly motivated, enthusiastic and willing to undertake personal professional development (E) ● Ability to work as part of a team and on own initiative (E) ● Good IT skills, clear proficiency in Word and Excel packages, and the use of the internet. Experience of working virtually via zoom / teams or similar packages (E) ● Commitment to understanding equal opportunities issues within a diverse environment (E) ● High quality data collection and administration skills with experience of accurate reporting (E)
Education and Qualifications	<ul style="list-style-type: none"> ● Educated to a good standard (Minimum A-C GCSE or equivalent in 5 subjects including English and Maths) ● Evidence of ongoing professional development and learning
Other	<ul style="list-style-type: none"> ● Able to understand and abide by Charity policies and procedures ● Able to follow all health and safety instructions and guidelines ● Able to show flexibility to take on other projects and duties, as required

(E) Essential

(D) Desired