



JOB DESCRIPTION

TITLE OF JOB: Self-Advocacy Supporter (Asperger's Group)

LOCATION: Burgess Hill and Littlehampton

SERVICE/PROJECT: Impact Advocacy Service

REFERENCE NO: ASC/SA/Aug19

CLOSING DATE FOR APPLICATIONS: 9.00 AM, 16th September 2019

INTERVIEW DATE: TBC

HOURS PER WEEK: 22

TEMPORARY: Until June 2020

STARTING SALARY: NJC Band 3, Point 22, £21,496 p.a. pro rata

HOLIDAY ENTITLEMENT: 27 days annual leave plus 3 extra days at Christmas and the usual statutory holidays, pro rata per annum

LINE MANAGED BY: Self Advocacy Team Leader

RESPONSIBLE FOR: To support members of the 2 Asperger's Self-Advocacy groups in West Sussex.

For an informal chat about the job please ring: Lesley Durbin or Harriet Wilson.

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an enhanced DBS check.

Background and Aims of Service:

In February 2012 Impact Advocacy Service was successful in a bid to set up 2 Self Advocacy groups for people with Asperger's in West Sussex: one in the North (Burgess Hill) of the county called Asperger's Voice and one in the South (Littlehampton) called Asperger's Syndrome Self Advocacy (ASSA). These groups aim to give Self Advocates a stronger voice to improve services for people with Asperger's in West Sussex.



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Impact Initiatives is a company limited by guarantee and a registered charity.
Company registered in England no. 140692 Charity Commission no. 276669

Tasks related to General Meetings:

- Facilitate monthly Asperger's Voice and ASSA meetings (i.e. 12 per year for each group).
- Ensure a risk assessment is completed for all group meetings.
- Work with the relevant committee member(s) to prepare for Meetings e.g. book speakers/prepare an agenda and slides.
- Email/post out/ring all members to remind them about meeting.
- Ensure that rooms are booked for meeting.
- To facilitate the group to set up/clear up room for meeting.
- To support the group to make refreshments for meeting and clear away afterwards.
- Ensure that all members have completed a membership form, with emergency contact details etc.
- Have members' contact numbers and emergency contact information on them for all meetings.
- To identify and print out useful information about events etc., to give to members in the meeting.
- To support the group in group meetings to follow the agenda, and make sure meeting runs smoothly.
- Ensure that all members feel supported, welcomed and have the opportunity to speak at the meeting.
- To encourage the group to welcome new members, by introducing themselves and introducing them to other members.
- To support the group to manage group dynamics and resolve any conflict that arises.

Tasks related to Committee Meetings:

- To facilitate sufficient committee meetings each year to enable the group to run smoothly.
- To support the Committees to identify items for the agenda and to put together an agenda for Committee meetings, and circulate the agendas to Committee members.
- To ensure room is booked for meetings.
- To take notes or to support the committee members to take minutes for Committee Meetings and distribute these as agreed by the group.

Other duties:

- Supporting the committees of both groups to identify and apply for funding when needed.
- To support the Committees to keep accounts up to date and provide a monthly update at Committee meetings.
- To support the Committees to deal with any correspondence relating to the groups.

Promotion of the group:

- To make contact with potential group members, send welcome pack and arrange to meet them if needed.
- To ensure that the Committee know that a new member will be coming to the group.
- To promote the group by getting articles in the press, attending promotional events, visiting local groups etc.

Autism Partnership Board (APB) and other meetings.

- Support representatives from each group to attend the APB Meetings, to feedback information to members and represent the views of the groups.
- Support group members and representatives to participate in Task Groups and report back to members and to the APB.
- Support representatives to feedback information to members and represent the views of the group at the Board.
- Support group members to attend other meetings relevant to the groups work and aims.

Facebook Page/other social media:

- If required by the Committees, to monitor social media and update regularly with information about the group or useful links information for members.

Projects/Campaigns:

- To support the group to identify projects or campaigns which fit with the aims of the group and interests of members.
- Support the group with this project/ campaign (for example by organising and facilitating meetings about them.)

Quality checks:

- To facilitate self advocates to undertake a quality checking exercise on areas of service provided across statutory, health, independent and voluntary

services. WSCC Commissioners and the Autism Partnership Board will identify the area of service each year, and will provide an outline brief.

PERSON SPECIFICATION

Essential skills and abilities:

1. A good understanding of Asperger's and Autism Spectrum Conditions.
2. Excellent communication skills.
3. An ability to demonstrate empathy, patience and tolerance when supporting members and working with others.
4. Good time-keeping and reliability.
5. Strong organisational skills.
6. Robust IT skills including professional use of social media.
7. Ability to attend evening meetings as required. There are normally 3 evening meetings per month. Evening meetings are currently held in Littlehampton and Burgess Hill and Horsham.
8. A willingness to attend Induction training and any other training relevant to the post.
9. The ability to travel independently around West Sussex. There are regular meetings in Burgess Hill, Horsham, Chichester Worthing and Littlehampton and the successful candidate will need to be able to travel between these venues.
10. A commitment to Equal Opportunities and the group's values.
11. A commitment to encouraging and empowering the group's members to run the group for themselves.
12. An ability to support others to develop research and analytical skills.

Desirable skills and experience:

1. Experience of facilitating group meetings.
2. An understanding of Self-Advocacy or a willingness to learn about Self-Advocacy through training.
3. Experience of Asperger's/Autism Spectrum Conditions, or experience of working with people with Asperger's/Autism Spectrum Conditions.
4. Experience of being involved in service user-led research.