



Autism Early Support Circle Centre

JOB DESCRIPTION AND PERSON SPECIFICATION

PARENT SUPPORT CO-ORDINATOR

APPLICATION INFORMATION – March 2025

Thank you for your interest in this role at Autism Early Support Trust Ltd.

This is a critical role, that holds the responsibility for co-ordinating and delivering our parent support service. As a key member of our children's services team, you will be providing parents with critical early help and guidance by providing a listening ear and signposting to relevant services.

You will feedback your learnings from parents into the wider team to help shape and develop our services to meet the changing needs of the families we support.

We are looking for an experienced and highly motivated support worker, who has demonstrable experience and/or interest in this specialist area.

6 month fixed term contract
Term time plus additional hours in school holidays
20 hours a week – Hybrid, flexible.
Salary: £25k FTE (pro-rated)

Job description and key responsibilities

- Co-ordinate and deliver our parent support service.
- In groups and 1:1's provide a listening ear, emotional support and guidance to parents of children aged 2-17 years who have children who are autistic, or have social communication or interaction differences.
- Facilitate group discussions and enable parents to engage with and/or develop their own peer networks.
- Gather feedback from parents to help inform the continual development of the service
- Working within the boundaries of professional practice, act impartially.
- Have the ability to make sound judgments about information shared and support required.
- Recognise and report welfare and safeguarding concerns within legal frameworks.
- Facilitate a non-judgemental space, where the principles of Equity, Diversity & Inclusion are honoured at all times.
- Collate impact data for monitoring and evaluation.
- Represent AES at local community events (such as Family Information and Community Hubs).
- Engage with local stakeholders to build strong networks with other providers across health, social services and education.

We're looking for these key requirements

- A neurodiversity affirming approach.
- Experience of working in a support role with parents of children aged 2-17 years.
- Sound understanding of SEND and/or local support services for families and CYP.
- Ability to manage sensitive information effectively and within compliant frameworks such as GDPR & safeguarding.

- Knowledge and understanding of safeguarding legislation.
- Experience of facilitating group sessions both face to face and online.
- Strong organisational skills and the ability to co-ordinate the delivery of this service.
- Good reporting capabilities that allow for key information to be shared effectively.
- A natural empath who takes time to fully understand and listen to others.
- Compassionate and curious when considering the circumstances of others.
- Confident communicator with the ability to engage with a bwide range of people.
- Ability to manage and respond to challenging conversations and situations.
- Able to work independently but also bring a collaborative style and enthusiasm that adds value and support to the wider team.
- Fully competent with MS Office 365.

About Us

Autism Early Support (AES) provides early support and specialist education to autistic children and children with communication, interaction and sensory differences.

Founded in 2001, the charity has been rated 'Outstanding' by Ofsted four times.

Alongside their provision of specialist education and support for children, AES believes in whole family well-being, and offers an extensive programme of guidance and advice for parents and carers.

To find out more visit: www.autismearlysupport.org.uk

Closing date for applications: 31st March 2025