

TOUCHSTONE
JOB DESCRIPTION



Co-production and Engagement Worker – Autistic Adults

Grade: NJC Scale Points 18 – 22, starting at £24,982 pa/pro rata
Hours: 12 hours per week
Responsible to: Service Manager ASK4Advocacy
Employing Body: Touchstone – Board of Trustees
Location: Dewsbury, Kirklees

This post may include some weekend and evening work.

Any job offer will be dependent on the outcome of enhanced DBS and reference checks.

This role is fixed term until March 2023, with the possibility of extension.

Background

Kirklees Council and CCG want to ensure that specialist services for autistic adults across Kirklees are what autistic adults want and are meeting their needs. They also would like to work with a broader range of Council, NHS and community services to help them to be inclusive and become more sensitive and accessible for autistic adults.

To support this they are funding an engagement and co-production worker, who will be employed by Touchstone, to work with autistic adults who live in the Kirklees area to ensure their voice and views are heard by decision makers and service providers.

The post holder will:

- Support the Kirklees Autism Partnership Board and The Kirklees Autistic Adults Reference Group in engaging autistic adults who live in the Kirklees Area
- Arrange and facilitate meetings of the Reference Group, developing the groups agenda, providing minutes and reports as required, also carrying out relevant actions.
- Support Reference Group Members attendance at the Partnership Board and other meetings and advise to ensure these meetings are accessible for autistic adults
- Work with local, regional and national autism specialist services to support and develop the status and effectiveness and sustainability of the Reference Group.

1. KEY RESPONSIBILITIES

- 1.1. To work with members of the Reference Group to organise, plan agendas, chair, ensure minutes of meetings are taken and any action agreed at meetings is followed up.
- 1.2 To actively work with the group and individuals to support them in developing the skills and confidence to effectively present their own and the groups views in meetings and reports.
- 1.3 To empower the Reference group to develop its own agenda and plans including long term funding, widening membership and positive public profile.
- 1.4 To liaise and network with local, regional ,and National Autism Organisations to assist with identifying and developing a user led autistic Hub in Kirklees
- 1.5 To ensure all Reference Group members are offered internal and external training and development opportunities, wherever possible.
- 1.6 To implement effective support and supervision arrangements including personal development plans - with key Reference Group members.
- 1.7 To carry out risk assessments, where appropriate for the Reference Group and peer support activities in a timely manner.
- 1.8 To actively support Reference group Members to become Touchstone Volunteers if they wish to.
- 1.9 To work with the Chair(s) of the Partnership Board to ensure agendas and meetings are appropriate and facilitate access for Reference Group Members, ensuring they are supported to attend the Board and with presenting information
- 1.10 To actively promote the reference group and facilitate growing its membership and its relationship with other autism groups and organisations.
- 1.11 To produce reports and updates for the Partnership Board, Commissioners and Touchstone as requested in accordance with timescales.
- 1.12 To support the Reference Group in producing and delivering development plans, programmes of activity and applying to grant awarding bodies to ensure its success and sustainability.
- 1.13 To enable volunteers to facilitate peer support groups/activities within the Reference Group and Partnership Board remit and roles
- 1.14 To enable peer volunteers to get involved with the ongoing management of the Reference Group through a number of mechanisms including involvement forums, recruiting staff and other volunteers, and evaluating the service.

- 1.15 To arrange the payment of volunteer expenses, in accordance with Touchstone's policies
- 1.16 To promote Touchstone's expertise in volunteer and peer support to external stakeholders.
- 1.17 To help develop and then comply with Reference Group and Partnership Board monitoring and evaluation arrangements.
- 1.18 To assist the Group in developing social activities which both help the group to develop but also meet individual members needs
- 1.16 To lead on actively combating health and social inequalities to ensure autistic adults from diverse communities are able to engage and have their voice heard.
- 1.17 To be responsible for ensuring the maintenance of up to date records for the effective running of the service.
- 1.18 To support and ensure all volunteers adhere to the policies and practices of Touchstone.

2 GENERAL

- 2.1. To work at all times as part of a team. This includes working with other staff who will be employed by different organisations, attending team and staff meetings and developing a teamwork approach to all aspects of work.
- 2.2. To maintain records in line with service requirements.
- 2.3 To undertake out of hours and weekend work as required.
- 2.4 To be inducted, supervised, performance managed and appraised in line with the organisation's performance management policies and procedures.
- 2.5. To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
- 2.6 To provide monitoring information and reports as part of funding and organisational requirements and for the Board of Trustees as requested by Touchstone management.
- 2.7 To participate in the further development of the service with other managers and partners.
- 2.8 To operate within the aims, policies and practices of Touchstone at all times and to be committed to and promote the organisation's equal opportunities and anti-discriminatory policies.

- 2.9 To ensure information is dealt with in accordance with Touchstone's policies around Confidentiality, Communications, Internet, Email and Telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.
- 2.10 To be responsible for promoting the work and services of Touchstone
- 2.11 To implement Touchstone's policies, procedures and practices and to comply with the aims of Touchstone at all times; to be committed to and implement Touchstone's Equal Opportunities and Diversity Policies and to promote these
- 2.12 To be aware of and employ the general practices of Touchstone's Safeguarding and Health and Safety policies and ensure these are adhered to at all times.
- 2.13 To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met.
- 2.14 To undertake any other duties as directed by the Service Manager in line with the responsibilities of this post.

October 2021

**TOUCHSTONE
PERSON SPECIFICATION - SELECTION CRITERIA**

Engagement Worker-Kirklees Autistic Adults Reference Group

	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
SKILLS	<ul style="list-style-type: none"> • Excellent written and communication skills. • Effectively working with service users and achieving positive outcomes. • Effective presentation skills e.g. to deliver training • Successfully provide practical and emotional support. • Engaging people with positive outcomes • Successfully working with groups. 	All- application form, interview, test	<ul style="list-style-type: none"> • Experience of working with autistic adults, 	All- application form, interview,
EXPERIENCE	<ul style="list-style-type: none"> • Successfully working in the communities to support autistic adults • Working unsupervised or as part of a team to meet individual/service priorities. • Effectively working in the community and with statutory, private and voluntary sector organisations. • Creating and maintaining monitoring and evaluation systems in a timely manner. • Implementing co-production approaches with positive outcomes • Development and implementation of groups which contribute to achieving positive outcomes for service users. 	All- application form, interview, test	<ul style="list-style-type: none"> • Lived experience of autism • Effectively engaging and working with autistic adults in groups • Mental health 	All- application form, interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of social issues as well as discriminatory issues in services and provisions. 	All- application form, interview,		

	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
	<ul style="list-style-type: none"> Local and national policies and initiatives relating to autism 	test		
ATTITUDES AND DISPOSITION	<ul style="list-style-type: none"> Commitment to Touchstone's aims and values Commitment to respecting diversity and anti-discriminatory/anti-oppressive practices Commitment to personal responsibility and promoting this with other people. Commitment to personal development, learning and reflective practice. Open to change in line with the needs of the service/organisation, and ability to work flexibly. A commitment to working in partnership with service users. Willingness to managed and supervised. An ability to work flexibly according to the needs of the service. Resilient and motivated Commitment to team working. Ability to keep confidences (within the policy of the organisation). Able to work flexibly and from a range of locations. 	All- application form, interview, test		
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> Must be able to recognise discrimination in its many forms and be willing to put into practice Touchstone's Equality Policies. Must be sensitive to the needs of disadvantaged groups in the planning and delivery of services. 	All- application form, interview, test		
QUALIFICATION/ TRAINING			<ul style="list-style-type: none"> Training in the effective delivery of training to other people/groups 	All- application form, interview,

	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
			and/or similar experience.	

ADVICE ON COMPLETING THE APPLICATION FORM

As Touchstone aims to be an equal opportunities employer, the application form and selection interview are the only tools used in the selection process. Candidates are shortlisted on the basis of specification which is based on the Job Description. **Therefore it is important that you fill in the application form as fully as possible, and that your answers relate to the requirements laid down in the Person Specification.** The following advice is designed to help you complete the application form as effectively as possible:

- 1 Read the job description, person specification and general information on the organisation.

What the aims of the organisation are, and what the job entails.

- 2 Look carefully at the person specification.

This person specification states what essential skills, experience, knowledge and understanding we feel an applicant should have, as well as desirable areas that would assist you in carrying out your duties. A person having all these abilities and experience would be an ideal candidate. As none of us are perfect, please do not be put off from applying if you do not have all the desirable skills mentioned.

- 3 Look at your experience.

Show you have the necessary requirements for the job. Try explaining your previous/current job to someone else. It may help to uncover 'hidden' skills etc, that you take for granted.

Do not disregard any involvement that you have had outside of paid employment such as community/voluntary/leisure/political interests. Consider in what ways you have had to develop or use skills relevant to the post.

Do not undervalue yourself; if it is relevant information, include it in your application.

- 4 Completing the form.

Do a rough draft first. It will help to avoid mistakes and repetitions and ensure that the final version is well organised, well presented and relevant.

Gear your application to the specific job using the person specification as a guide for the area to be covered. If you send only a CV, and do not directly address all the questions on the application form, **you will not be considered for shortlisting.**

Do not simply repeat your current duties. Pick out the skills, knowledge and experience required by the job and show that you possess them.

This information will help you gain an understanding of how Touchstone is organised.