



### ***Job Description***

**Post Title:** Peer Educator

**Reporting To:** Hub Lead

**Location:** The post will be based at Great Minds Together Head Quarters but may be required to travel throughout the North West

**Hours:** Flexible / ADHOC

**Salary:** £18 - £25 per hour

**Duration of Contract:** Fixed term until end of March 2025 (with possible extension subject to additional funding)

#### **JOB ADVERT**

Great Minds Together are delighted to announce that we are the Regional Hub for the North West for Autism Central. This is a new programme, co-designed to provide high-quality and accessible autism information, education, and coaching for families, and carers, and co-delivered by autistic people, families, and carers. Autism Central has been commissioned by NHS England's Workforce, Training and Education Team and is delivered nationally by nine not-for-profit organisations.

Great Minds Together are now recruiting Peer Educators who are families or carers of autistic people and/or autistic themselves. Peer Educators will be trained to coach, signpost, and share their learning with other parents and carers of autistic people.

Delivered in a variety of ways, including facilitating virtual and in person group sessions, the focus will be on meeting the needs of autistic people and on signposting for access to local and national services. Sessions will be delivered in ways that suit local carers, either in person or online.

Do you have experience working with and providing support to the families of autistic and neurodivergent individuals?

Do you have lived experience of autism (as an autistic individual, family member, carer or personal assistant)?

Do you have up to date knowledge of autism and neurodiversity, including a thorough understanding of the challenges faced by autistic people and their families?

Are you passionate about providing the families of autistic people with high quality and easily accessible support If so we want to hear from you...

Great Minds Together is committed to inclusion and diversity. We welcome enquiries and applications for this role from anyone who meets the criteria above and encourage people from diverse backgrounds and underrepresented groups to apply.

## **JOB SUMMARY**

We are looking for a number of Peer Educators to support with the delivery of the Autism Central programme across the West.

Autism Central offers families and carers of autistic people high-quality and easily accessible autism education, training, and support through peer educators, alongside a dedicated website. Peer educators are autistic people, and parents and carers of autistic people, who have been trained to support other families. Great Minds Together hub is delivering Autism Central in the North West NHS England region. [www.autismcentral.org.uk](http://www.autismcentral.org.uk).

Applicants are required to be an autistic person or the family member, partner/spouse, carer or personal assistant of an autistic person and must have a good understanding of autism and the challenges faced by autistic people and their families. Applicants must reside or work within the North West and be willing to complete the programme's national tier 1 training.

Great Minds Together is committed to safeguarding and promoting the welfare of everyone in our care, and therefore this post is subject to an enhanced DBS check.

## **KEY TASKS**

- Support families, carers, and personal assistants to access further learning and resources via Autism Central's online portal.
- Educate and empower families, carers, and personal assistants to access support locally.
- Maintain and develop an up-to-date knowledge of autism and local service provision across the region for appropriate signposting and referrals.
- Deliver group sessions to the family members and carers of autistic people.
- Attend and complete Tier 1 national Autism Central training.
- Contribute towards the protection of individuals from abuse by adhering to Great Minds Together Child and At-Risk Adults Safeguarding policies at all times.
- Ensure confidentiality is maintained and that Great Minds Together's GDPR Policy is adhered to at all times.
- Ensure effective and accurate recording and reporting systems in line with Great Minds Together's procedures.
- Undertake administrative tasks necessary for the efficient and effective delivery of the key responsibilities in this role.

### **Additional responsibilities:**

- Comply with the Organisation's Health and Safety policy in all employment practices.
- Maintain the integrity of the Great Minds Together brand in all internal and external communications.
- Work in ways, which promote equality of opportunity, participation and responsibility

- Maintain a proactive approach to your role and responsibilities along with a commitment to contribute and maintain the positive working ethos within the Organisation.
- Ensure attendance at staff meetings.
- Undertake any training and development deemed necessary for the pursuance of the post.
- Ability to travel and work across the North West, providing services in the community where necessary. ▪  
Any other duties from time to time, commensurate with the level of the post.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

This post is deemed to require an Enhanced DBS Check with the Disclosure and Barring Service due to the fact that there is access to children and vulnerable adults.

## Person Specification

### Experience:

- Lived experience of autism - E
- Experience working with and providing support to autistic and neurodivergent individuals and their families - D
- Experience of safeguarding vulnerable children, young people and/or adults – D
- Experience of providing mentorship and coaching to staff or volunteers – D

### Knowledge & Skills:

Ability to communicate effectively around highly issues with individuals from a variety of backgrounds and with varying needs – E

A thorough understanding of the challenges faced by autistic and neurodivergent individuals – E

Excellent written and verbal communications skills – E

Excellent listening skills and the ability to be sympathetic and discreet – E

IT literate and able to use all appropriate software packages – E Excellent record keeping skills – E

### Other:

Understanding of and commitment to the aims, ethos and philosophy of Great Minds Together – E

A commitment to maintaining confidentiality and a clear DBS – E

Ability and willingness to work flexibly – E

Clean full driving license with own transport and willingness to travel to events and meetings – E

Ability to work well independently and as part of a team – E

### Company Benefits:

Our staff do amazing jobs, and as such we want to reward our staff that is why we offer

Enhanced holiday leave of 28 days annual leave (pro rata for part-time employees) with an additional day off for your birthday.

A bespoke induction plan specific to you and your role which starts as soon as a job offer is accepted. Alongside your induction plan, new members of staff have a 6-month induction programme and planned meetings with their line manager to ensure the employee is settling in and offer any support needed to fulfill their role.

Ongoing training and development.

Our Employee Assistance Programme offers a full range of confidential services designed to ensure you receive professional support that may affect work and home life.

Company Pension Scheme.

Free on-site car parking and refreshments.

Social and charitable events.

If your role requires membership of a professional Body we will pay your membership fees.

## ETHOS AND CULTURE

I am passionate about improving the lives of Autistic children and adults and committed to Great Minds Together's values, culture, and ethos. I will represent Great Minds Together in a positive manner and will always behave professionally. I will demonstrate empathy and support towards families and collaborate with staff and volunteers in the Great Minds Together team.

### **Vision:**

"Our shared vision is for every person we support to live a life they enjoy and is meaningful to them at every stage"

### **Mission:**

"To support and empower autistic and neurodivergent individuals through the provision of holistic personcentred services, whilst promoting training, wellbeing, inclusion and acceptance regionally and nationwide"

### **Values:**

Passionate; Inclusive; Empowering; Ambitious; Open; Innovative

### **Great Minds Together Six Core Values**

We are fully inclusive and operate with integrity

We celebrate Neurodiversity

We are a learning & reflective organisation

We afford opportunities to those who have not followed the standard route to further education

We demonstrate balanced perspectives at all times

We are honest, open & transparent

We go above and beyond the call of duty for our young people, families and staff

We are solution focussed

To be considered for the role click on the apply button and submit your CV and details. If you have any gaps within your employment history, please state the reasons for these gaps within your CV. If you have any questions or require further information, please contact us on 0808 275 8944.

We are committed to equality of opportunity for all and do not discriminate on the basis of race, religion, colour, gender, age, disability, sexual orientation or marital status.

If you require any adjustments to the recruitment process, to enable you to perform to the best of your ability, please let us know when submitting your CV.