

**SERVICE CO-ORDINATOR - RIPLEY BASED - 37 HOURS P/W - SALARY £19,500 RISING TO £20,500 AFTER THE 3 MONTH PROBATIONERY PERIOD**

Derbyshire Autism Services (DAS) is a vibrant and developing organisation working closely with autistic children, young people and adults. We provide direct support, information, advice, develop innovative services and advocate for an improved environment with accessible services and improved opportunities for those with autism and their parents and carers. We believe strongly in the abilities and potential of our service users and others with Autism in Derbyshire.

DAS are looking for a Service Co-ordinator who will be responsible for producing staffing and club schedules around our 1:1, 2:1 and groups services, and for day to day contact with our amazing Family Support Workers.

A sound knowledge and experience of both manual and electronic session scheduling will be an advantage, suiting people with good planning and organisational skills who are ICT literate. This challenging and rewarding role requires an ability to communicate well with people and, with the support of the Operational Services Manager, to manage complex scheduling in a flexible way.

DAS are interested in hearing from a wide range of applicants who care about making a real difference to people with Autism, and who love working in service co-ordination in the care sector. Lived experience of Autism and in BAME communities may be an advantage, but is not essential. Reasonable adjustments will be made for those with a diagnosed disability or who are Autistic.

The successful applicant will report to and work closely with the Operational Services Manager. The role is office based although there is some very limited participation in outside events/meetings, most of which are during the work day. For this reason, a full driving licence, access to your own car and business insurance are required.

Should you be interested, please contact us requesting an application pack. This will include the job description and person specification. Suitable applicants will then be invited to interview.

Due to the urgency of this recruitment during this Covid-19 pandemic, DAS will interview suitable candidates via Microsoft Teams as soon as we receive completed application forms. We may also end this recruitment prior to the advertised end date, should a successful applicant be found.

IMMEDIATE INTERVIEWS AVAILABLE

Closing date for applications 8<sup>th</sup> August 2020

Contact: [enquiries@derbyshireautismservices.org](mailto:enquiries@derbyshireautismservices.org) for an application pack.

**SERVICE CO-ORDINATOR - BASED IN RIPLEY - 37 HOURS P/W - SALARY £19,500 RISING TO £20,500 PLUS BENEFITS.**