

## Job Description

### Project Development Officer

<b>Project:</b>	Meaningful Employment of Autistic People
<b>Responsible to:</b>	Chief Executive
<b>Salary range:</b>	NJC spinal column point 22
<b>Normal hours of work:</b>	35 hours per week
<b>Holiday entitlement:</b>	28 working days per year (pro rata)
<b>Principal place of work:</b>	Innovation Forum, 51 Frederick Road, Salford M6 6FP
<b>Contract length:</b>	for a fixed term of seven months

#### Job summary – main purpose of the post:

To develop an approach that matches the supply of skills and talents of people with Asperger's syndrome or high-functioning autism with employment that is meaningful and fulfilling. For this, to produce both an employment pathway and an employer's programme.

#### Main duties:

##### 1. Project planning

- Develop and implement a timed and costed project plan, drawing on all key evidence, and building in quality standards, key performance indicators and contingencies.
- Ensure compliance with legal, regulatory, ethical, social and environmental requirements.
- Promote equity and diversity in the project.

##### 2. Develop an employment pathway

- Engage autistic people.
- Develop, design and create an employment pathway for people with Asperger's syndrome or high-functioning autism.
- Present and test the employment pathway.

##### 3. Develop an employers' programme

- Engage employers.
- Develop, design and create an employers' programme for employing people with Asperger's syndrome or high-functioning autism.
- Present and test the employers' programme.

##### 4. Learning and evaluation

- Enhance the standards of evidence for the approach as it evolves.
- Routinely collect both qualitative and quantitative data to inform learning and to assess the impact of the project.
- Assess the levels of interest from autistic people, local employers, and organisations of or for autistic people.
- Do learning reviews from the project.

#### General work-related expectations – for all staff.

1. Work within the organisation's mission and values.
2. Contribute to organisational planning and development.
3. Work in accordance with all policies and procedures of the organisation.
4. Work in accordance with all relevant legislation.
5. Contribute to the organisation's marketing and publicity.
6. Undergo regular supervision and an annual appraisal.
7. Identify and do learning and development, as appropriate.
8. Undertake any other duties appropriate to the post, as required.

# Person Specification

## Project Development Officer

Requirements	Essential/ Desirable	Method of Assessment
<b>1. Skills and competencies</b>		
(a) Strong project and planning skills, including for risk management.	E	A / I / E
(b) Ability to focus, with attention to detail.	E	A / I / E
(c) Ability to think differently and to provide new insights.	E	A / I / E
(d) Excellent communication skills in English – written, verbal and listening.	E	A / I / E
(e) Good skills in accurate monitoring, analysis, review and reporting.	E	A / I / E
(f) Good skills and managing and presenting information.	E	A / I / E
(g) Good computer and digital skills, including for social media.	E	A / I / T
<b>2. Knowledge – type and depth</b>		
(a) Good knowledge of the strengths of autistic people and challenges they face.	E	A / I / E
(b) Good knowledge of the priorities and motivations of employers.	D	A / I / E
(c) Good knowledge of the City of Salford and its communities.	D	A / I
<b>3. Learning and development – type and depth</b>		
(a) Good record of learning and personal development (formal or informal).	D	A / I
(b) Commitment to further learning and personal development.	E	A / I
<b>4. Experience – quality and relevance</b>		
(a) Track record of delivering to targets and outcomes within specified timescales.	E	A / I
(b) Experience of engaging with autistic people.	E	A / I / E
(c) Experience of engaging with local employers.	D	A / I / E
(d) Experience of engaging with voluntary and community organisations.	D	A / I / E
<b>5. Personal qualities and circumstances – essential and directly relevant to post</b>		
(a) Strong affinity with the mission and core values of Unlimited Potential.	E	A / I / E

<b>Requirements</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
(b) Personal commitment to equity and diversity across society.	E	A / I
(c) Diligence and reliability.	E	A / I
(d) Awareness of own strengths and weaknesses, with good time management skills.	E	A / I / E
(e) Comfortable working alone, using own initiative and self-motivation.	E	A / I
(f) Willing and able to work flexibly – including occasional unsocial hours (such as evenings and weekends).	E	A / I
(g) Willing and able to travel around the City of Salford.	E	A / I
(h) Willing to have a DBS (Disclosure and Barring Service) check.	E	A / I

A = application form  
 E = exercise  
 I = interview  
 T = test