Job Description - Locality Hub Coordinators

Project: Autism Family Support Hubs

Reports to: Parent Engagement Coordinator

Responsible for: Volunteers & occasional sessional trainers

**Main purpose of the job**

1. To lead, organise and manage a locality Hub based at an Autism East Midland premises (or other venue as identified in that locality)
2. To produce data, oversee and monitor the Autism Family Support Hub project in line with the requirements of the project and to ensure project outcomes are achieved.
3. To be involved in the recruitment induction of volunteers to support the locality, Hub.
4. To strengthen community links within the Hub locality (local commerce, education and services) – identifying opportunities for advertising, promoting and fundraising for the Hub, for long term sustainability.

**Duties and responsibilities**

1. To deliver a monthly Autism locality Support Hubs in a target area.
2. To recruit and manage volunteers and to ensure recruitment processes meet the requirements of Autism East Midlands.
3. To assist in the delivery of the Parent Programme training in target areas.
4. To assist in the produce an annual delivery plan for the Hub, including an annual action plan and identify targets for identified Hub.
5. To establish links and build relationships with local networks, agencies, and services that compliment and strengthen the working of the Hub.
6. To manage a small budget for locality Hub and to ensure that all expenditure is recorded and appropriately is coded to the project.
7. To monitor project expenditure for the Hub and report to Parent Engagement Co-ordinator monthly.
8. Contributing to the quarterly project report of Hub activity, for the Senior Management Team.
9. To ensure that all necessary risk assessments are completed and are shared with the Parent Engagement Co-Ordinator and relevant workers involved in the Hub (staff & volunteers)
10. To ensure the health and safety of the children/young people, volunteers and staff attending the Hubs.
11. To collect data and input into the monitoring systems as required for outcomes monitoring

13. To ensure data collection and monitoring systems are in place so that required information, and data can be recorded and supplied to the Parent Engagement Coordinator.

1. To provide input required data to Autism East Midlands CRM system
2. To implement any identified recommendations and actions as identified by the annual Equality Impact Assessment
3. To ensure accurate record-keeping relating to attendance of Hubs.
4. To give input and data for the annual and end of project evaluations.
5. To report any concern about a child’s welfare or safety in accordance with the charity’s child protection and safeguarding policy.
6. To ensure that your conduct within the community does not conflict with the professional expectations of Autism East Midlands.
7. To always conform with health and safety requirements set down in legislation and adhere to safe working practices, health and safety policies and other procedures.
8. To attend induction and training opportunities.
9. To comply with health and safety, fire regulations and the charity’s policies.
10. To comply with GDPR policy and guidelines.
11. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

Equal Opportunities Statement

Autism East Midlands has a strong commitment to working towards the achievement of equality and opportunity in both service delivery and employment. The charity’s mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Autism East Midlands’ Equal Opportunities Policies.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and Autism East Midlands.