

ADHD and Autism Community Worker Recruitment Pack

December 2024

Havant and East Hampshire Mind
Leigh Park Community Centre
Dunsbury Way
Havant
P09 5BG

02392498916
www.easthantsmind.org

Reference: ADHD and Autism Community Worker

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the Job Advertisement, Job Description and Person Specification.

For more information about the role and our services, please see our website at www.easthantsmind.org or to discuss the role contact Jenny Smith, Adult Wellbeing Manager, jenny@easthantsmind.org.

To apply, please submit your application which should outline why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and access to a vehicle.

Please return applications to the HR lead at HR@easthantsmind.org

- Closing date for receipt of applications is: Friday 3rd January 2025
- Shortlisted candidates will be contacted by 4pm on: Monday 6th January 2025
- Interviews will be held on: Wednesday 15th January 2025.

Yours sincerely

Jenny Smith
Adult Wellbeing Manager

The benefits of working with HEH Mind

Make a real difference to local people

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.


Holidays

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days, plus an additional winter leave day in late December and bank holidays (all calculated pro-rata for part-timers).

Learning, growth and development

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 Mental health and Wellbeing Training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

Workplace wellbeing

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
 - Remote and homeworking flexibility (dependent on role requirements).
 - We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
 - If you use a PC within your role, we will provide free eye tests, if necessary.
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Job Advertisement

Havant and East Hants (HEH) Mind is excited to announce the launch of a new community support hub for neurodiverse adults this autumn. Thanks to a newly awarded grant from Hampshire and Isle of Wight ICB, HEH Mind will deliver a 12-month pilot project offering tailored support for ADHD and Autistic adults.

As part of this initiative, two dedicated Practitioners will join HEH Mind's Wellbeing Team to provide a range of support, advice, and resources to neurodiverse adults aged 18 and over. The service will be accessible to individuals who are pre-diagnosis, or without a formal diagnosis, as well as those with a confirmed diagnosis. Referrals will be accepted from self-referring individuals and professionals.

The role will be 2 x 30-hour post and the service will operate between Monday – Wednesday 2pm – 6pm and Thursday and Friday 9am – 1pm. Note both facilitators will have 7 hours per week for admin, training and supervision.

We want to hear from you.

This is a great opportunity for anyone looking to combine and knowledge and experience with ADHD and autism and who also wants to get into a career within the mental health sector. We want someone who wants to use their experiences to empower and support others making a difference in their local community.

We are looking for an enthusiastic, passionate and committed individual who shares HEH Mind's ADHD and Autism Service aims to strengthen the wellbeing of neurodiverse individuals by offering vital mental health support and fostering a sense of community. The charity looks forward to engaging with local individuals and providing the help they need to thrive.

If you would like to know more about the service before making your application, please get in touch with Jenny Smith Adult Wellbeing Manager by emailing jenny@easthantsmind.org



Job Description

Job title:	ADHD and Autism Community Worker
Salary grade:	13
Salary:	£23,175 per annum; actual salary £18,790.54
Contract length	12 months
Contracted hours:	2 x 30-hour contacts
Working base:	Havant
Reports to:	Wellbeing Manager
Responsible for:	Service users
Checks made:	Enhanced DBS and 2 x references

Purpose of Post

The ADHD and Autism Community Worker role at Havant and East Hants Mind is designed for an expert by experience in Autism and/or ADHD. The post holder will lead, engage with, and support adults, whether they have a formal diagnosis or not, by providing peer support and facilitating community group sessions. The role focuses on improving the quality of life for neurodivergent individuals through emotional and behavioural support, guidance, and information.

By fostering connections through group sessions and one-to-one engagements, the Peer Support Worker will enable adults with ADHD and Autism to navigate health, care, and social systems more effectively. They will work closely with individuals to identify their unique needs, offering guidance on independent living, social prescribing, and helping individuals take control of their wellbeing.

The post holder will also contribute to the evaluation and development of the Community Hub project, offering insights and data-driven analysis to demonstrate the impact of early intervention and peer support.



Key working relationships, responsibilities and duties:

Key Working Relationships

The post holder will work to build and maintain positive and constructive working relationships with a variety of internal and external stakeholders, including:

Service users with or without a formal diagnosis of ADHD or Autism.

Local health, care, and social services professionals.

Community organisations and support networks.

Voluntary sector partners and other Mental Health and Wellbeing services.

They will also support adults in gaining greater independence and improving their quality of life through community engagement and practical, personalised support.

Key Responsibilities and Duties

Provide Expert Peer Support:

Use lived experience of Autism and/or ADHD to offer empathetic, relatable support to neurodivergent adults, helping them navigate life's challenges, services and systems.

Facilitate Group Sessions:

Lead community support groups designed to connect individuals with similar experiences. Create a safe, welcoming space where adults can share their challenges and successes, learn new skills, and access peer support.

One-to-One Support:

Offer personalised, 1:1 support to individuals with or without a formal diagnosis, helping them develop strategies to enhance their emotional wellbeing, behavioural management, and daily living skills.

Personalised Care Plans:

Work with adults to develop person-centred care plans that reflect their individual goals and strengths. Empower individuals to identify opportunities for improving their quality of life, from independent living skills to financial management.

Emotional and Behavioural Guidance:

Provide advice and strategies that address the emotional and behavioural aspects of living with ADHD or Autism, helping service users manage their conditions more effectively.

Navigating Systems and Services:

Assist individuals in understanding and accessing services within the health, care, education, and social systems. Offer practical support in identifying gaps in local services and assist with accessing financial benefits where applicable.

Collaboration and Advocacy:

Engage with external partners and community stakeholders to advocate for the needs of neurodivergent adults, ensuring they receive appropriate services and support. Liaise with key professionals to coordinate services and care.

Data and Feedback Reporting:

Collect and analyse service user feedback to measure the impact of early intervention and peer

support. Contribute to the evaluation of the Community Hub project by providing evidence-based reports on its performance, impact, and areas for future development.

Wellbeing and Prevention Information:

Act as a trusted, friendly source of information regarding health and wellbeing strategies. Offer prevention approaches and signpost individuals to services that promote independence and better living conditions.

Independent Living Support:

Assist individuals with living skills, enablement approaches, and minor adaptations in their homes to improve their ability to live independently. Offer guidance on safeguarding strategies that support their safety and wellbeing.

Engagement in the Social Prescribing Programme:

Collaborate with the Keyworker Programme and other local initiatives to promote social prescribing as a means of improving the health and wellbeing of neurodivergent adults.

General responsibilities and duties:

Maintain up to date knowledge of legislation, national and local policies in relation to the provision of social care services

All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the community

Participate in events, awareness campaigns and other projects which promote the organisation's values



Person Specification	Essential/ Desirable
Qualifications:	
Educated to a minimum Level 3 standard.	Essential
Degree in psychology, social work, or a related field. Relevant certifications or training in neurodiversity, mental health, or peer support.	Desirable
Experience:	
Lived experience of ADHD and/or Autism, with a passion for using personal insight to help others.	Essential
Experience in facilitating group sessions and offering one-to-one emotional support.	Essential
Experience supporting adults in a peer or community support role.	Essential
Experience working within health or social care systems to provide community-based support.	Desirable
Skills:	
Excellent interpersonal skills and the ability to build trusting relationships with neurodivergent adults.	Essential
Strong organisational skills and the ability to balance group work with individual support.	Essential
Ability to collect and analyse feedback to inform service improvement.	Essential
Knowledge of social prescribing and the ability to connect individuals with relevant community resources.	Desirable
Personal Attributes:	
Compassion, empathy, and a deep understanding of the challenges facing individuals with ADHD and Autism.	Essential
Commitment to promoting neurodiversity awareness and advocacy within the community	Essential
Flexibility and adaptability to meet the changing needs of the service and individuals.	Essential
Other Requirements:	
A valid driver's license and reliable transportation	Essential
Satisfactory DBS check and two references.	Essential
Show flexibility and adaptability to meet the needs of the service users and the project.	Essential
Demonstrate a commitment to the values of Havant and East Hants Mind, including promoting Equality, Diversity, and Inclusion.	Essential
Personal Circumstances	
Alignment with HEH Mind vision and values	Essential
An understanding of Equality, Diversity and Inclusion	Essential

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