



Job Description

Job Title: Project Manager
(Here to Help Project)

Reports to: Head of Service Development & Quality

Based in: Northeast

Date: March 2025

Position: Fixed term from 1st May 2025 – 29th April 2027. Possibility to extend subject to funding.

Location: Hybrid with a requirement to travel across Northeast and our head office in Darlington.

Job Purpose:

Navigating life with autism and/or learning disabilities can be a unique and sometimes challenging journey and individuals can at times experience difficulties in finding tailored support and information. This adds an extra layer of complexity to their lives and requires a sensitive and informed approach.

We have successfully led our Here to Help Project for autism and suicide prevention throughout 2024/25 and following additional funding we are extending the objectives of the project to be of more help to more people. Here to Help will explore additional challenges faced by autistic individuals and those with a learning disability across the Northeast and aim to provide holistic support to people, families and professionals.

We are creating a range of materials that are shared in person and online and the role of Service Manager at Here to Help to drive project outcomes and support the wider project team in the development and implementation of the project outcomes of Prevention, Education, De-stigmatisation, Empowerment and Support Networks and ensure the stability and effectiveness of the project within SJOG.

The Service Manager will provide day to day management and leadership of the project and be responsible for providing a specialist service whereby by outcomes will be observed in quality, social value and impact. The Service Manager will have line management responsibilities for the Project Officer and report into the Head of Service Development & Quality.

Objectives	Typical Tasks
To develop systems and operational standards for the project	<ul style="list-style-type: none"> ▪ To develop a referral procedure so that SJOG can control demand and monitor demand and specific needs. ▪ Design quality indicators so that we can measure the social value of the project.

	<ul style="list-style-type: none"> ▪ Report upon key performance indicators such as community engagement, feedback and effectiveness of tools/resources. ▪ Support the development of a strategic marketing approach to raise awareness and provide information of the project.
<p>To adopt co-production approaches at the heart of the project.</p>	<ul style="list-style-type: none"> ▪ To engage with the local community, schools, colleges, universities and health and social care professionals in further development of the project and future resources. ▪ Engage with the lived experience of autism & learning disabilities to understand the preventative strategies necessary to avoid suicide and use this learning from design, implementation to integration into communities. ▪ Engage with neurodivergent individuals, their families and professionals to explore challenges faced and design tailored support to meet need. ▪ Attend community engagement events to promote the project and present to the public when required.
<p>To design through co-production a toolkit that provides useful resources to the local community – The Here to Help Toolkit.</p>	<ul style="list-style-type: none"> ▪ To identify the range of diverse resources suitable for the project, so that people with autism/Learning Disabilities, families and professionals are supported and signposted to the right organisations e.g. leaflets, fact sheets etc. ▪ Design interactive resources that can be accessed by schools, universities, families and carers. ▪ Design gender specific resources that are informed by research. ▪ Develop a directory of resources that can be accessed by professionals and the public. ▪ Work closely with the Head of Communication in the design of the website and app platforms and ensure its accessibility for people with autism/Learning Disabilities. ▪ Develop pre-recorded podcasts and webinars that are freely available to the local community. ▪ To ensure information accessible standards are promoted in all publications.
<p>To manage the implementation of the project</p>	<ul style="list-style-type: none"> ▪ To be a key member of the project management team and monitor the mobilisation programme to ensure it remains on track for completion. ▪ To report on progress and escalate matters arising that may affect the mobilisation programme meetings its objectives. ▪ To link with strategic organisations and offer support and awareness on autism/learning disabilities and the challenges that may be faced by people/families. ▪ Liaise and speak with professional bodies on the topic and the work that SJOG is doing.

	<ul style="list-style-type: none"> ▪ Undertake surveys/questionnaires throughout the life span of the project and report on feedback.
To develop awareness training to the local community.	<ul style="list-style-type: none"> ▪ Develop a range of training sessions that can be pre-recorded and offer face to face advice on autism and suicide prevention, autism and learning disabilities and associated topics such as equality in health, employment and education. ▪ Encourage those with lived experience of autism to be actively involved in designing and facilitating training. ▪ Generate social media content material so that we can promote training and awareness to wider audiences across the northeast.
To review and evaluate the project on an ongoing basis.	<ul style="list-style-type: none"> ▪ To evaluate the trends in demand and need throughout the period of the project. ▪ To provide analysis reports as and when required on the impact the project is having on the community. ▪ Be responsive to changing trends in social need and adapt project aims accordingly.
To develop and manage drop-in sessions for people with autism and the local community.	<ul style="list-style-type: none"> ▪ Develop and coordinate drop-in sessions for people and provide advice and support to the autism/learning disabilities community. ▪ Work closely with mental health & social care teams on the needs of the local community ▪ Build upon partnerships within the community to increase the value in resources provided through the project.
To promote preventative safeguarding practices.	<ul style="list-style-type: none"> ▪ Ensure safeguarding prevention is at the core of practice. ▪ To work closely with safeguarding professionals regarding any concerns identified, and report these at the earliest opportunity to ensure people are safeguarded.
SJOG Values: Actively support the vision, mission, ethos and values of the charity	<ul style="list-style-type: none"> ▪ Promote and sustain a culture within the services that integrates the core values of the charity, i.e. Respect, Compassion, and Hospitality into the day-to-day life of the service. ▪ Encourage colleagues working on the project to see every interaction with the people they serve and with each other as an opportunity to bring values to life.

Person Specification

Essential

- Level 5 Leadership & Management qualification (or equivalent) or demonstrable professional experience.
- Sound knowledge of autism and Learning Disabilities.
- Knowledge of mental health.
- Excellent communication skills with the ability to present to wider audiences.
- Up to date thinking and practice in autism/learning disabilities and social care approaches.
- Evaluation and analysis skills.
- Ability to work closely with a range of professionals.
- Designing systems, resources and toolkits to support people with autism.
- IT skills.
- Training and facilitation skills.
- Engagement and co-production understanding.
- Designing surveys and questionnaires.

Desirable

- Knowledge of suicide research and how this is impacting on people with autism.
- Knowledge or experience of working with autistic people and people with a learning disability
- Project management implementation.