



## Job Description

**Job Title:** Here to Help Project Officer

**Reports to:** Here to Help Project Manager

**Date:** 19/03/2025

**Salary:** £19,159.00 per annum

**Hours:** 0.6 FTE (22.5 hrs) – working pattern to be agreed.

**Position:** Fixed term from 1<sup>st</sup> May 2025 – 29<sup>th</sup> 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 Project Officer at Here to Help will 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 Project Officer will provide day to day support to the project, and will be part of the facilitation of workshops, information sharing sessions and ongoing support to autistic people and people with a learning disability.

Objectives	Typical Tasks
Contribute to the operational delivery of the project ensuring that it is running efficiently, effectively and to time	<ul style="list-style-type: none"> <li>Ensuring that KPIs are met, and project timeline milestones are achieved.</li> <li>Ensure data-based information via performance dashboard is kept up to date and is accurate</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure data protection is followed and adhered to.</li> <li>• Work with Project Manager and wider colleagues in SJOG to promote the Here to Help Project across the Northeast.</li> </ul>
Communicate with internal and external members to support the project.	<ul style="list-style-type: none"> <li>• Confident in talking about the project to the public (e.g. during stakeholder meetings) and with organisations in the region.</li> <li>• Facilitating group sessions, one to one support sessions and delivering training using pre-designed materials.</li> <li>• Arrange visits to organisation (schools, universities, VCSE, community groups) so that we can share tailored support information and increase awareness.</li> <li>• Work across SJOG teams (e.g. marketing finance) to ensure the smooth running of the project.</li> </ul>
Maintain up to date records as required by the project	<ul style="list-style-type: none"> <li>• Maintain up to date records of the number of people reached in the project.</li> <li>• Maintain risk assessment where needed and other safeguarding documentation</li> </ul>
Maintain health and safety standards in line with project deliverables	<ul style="list-style-type: none"> <li>• Ensure relevant standards are always followed and maintained.</li> <li>• Maintain excellent working knowledge of relevant standards to implement safely and appropriately.</li> <li>• To highlight and escalate any safeguarding concerns without delay.</li> </ul>
Continuous self-development to ensure knowledge and skills are relevant to the project.	<ul style="list-style-type: none"> <li>• Keep up to date with skills and knowledge.</li> <li>• Attend mandatory training.</li> <li>• Attend other training and development activity where appropriate.</li> <li>• Participate in development reviews.</li> <li>• Read and seek to understand all relevant communication e.g. colleague handbook, policies and procedures, written communication, marketing literature.</li> </ul>

Actively support the vision and values of SJOG

- Promote the core values of the Charity, i.e. respect, compassion and hospitality.
- Act in a non-discriminatory manner.
- Maintain confidentiality at all times.
- Undertake any other duties that are in keeping with the values of the Charity that you have the skill/ability to carry out.

Level of Disclosure: Enhanced

### Person Specification

#### Essential:

- Experience of working with vulnerable people, ideally autistic people/people with a learning disability
- Passion for supporting neuro-divergent people, and people with mental health conditions
- Effective organisational and planning skills.
- The ability to communicate effectively with people on a one to one and group basis
- Accurate and clear written English and ability to share information in a group setting.
- Proactive approach to problem solving
- Able to work alone and in a small team
- Able to work in a pressurised environment
- Have a resilient approach and be confident working with people in professional roles as well as neuro-divergent people and their families.
- Able to use own skills and initiatives to improve project deliverables
- Good level of IT skills - specifically Microsoft Word and Microsoft Excel
- Willingness to learn new skills linked to web editing and marketing design
- A 'Can do' and pro-active approach
- Driving License or ability to travel independently using public transport to a wide area.

#### Desirable:

- Degree in a related field such as Psychology, Autism or Education
- Lived experience of neurodivergence and/or supporting someone who is neurodivergent
- Experience facilitating small group or one to one session's.