



<b>Company</b>	Avalon Parental Support and Respite
<b>Job title:</b>	Service Delivery Director
<b>Location:</b>	Home-based
<b>Responsible to:</b>	Chair
<b>Hours</b>	Part-time (14 hours per week) FTC 12 Months
<b>Salary:</b>	£9k pro-rata (2 days per week)

### **Key Responsibilities**

1. Support each family to identify what they would like to achieve with the support of Avalon to create a family centred activity plan that identifies key issues and interventions to meet their needs
2. Based upon the needs of the service users, develop and deliver relevant training, support and interventions for parents and or children
3. Signpost to relevant interventions and services where required.
4. Liaise with all partner agencies, practitioners' and professional bodies locally to support children with autism to ensure a holistic approach to service delivery.
5. Work with autism professionals, specialists and families to collate all necessary programme evaluation to evidence impact of all interventions for service users.
6. Provide monthly progress reports to the board and funders.
7. To provide support to families of children and young people with autism to enable them to form natural support groups with other families facing the same challenges.
8. Support those involved with the organisation in hosting to host fundraising events. To identify and co-ordinate funding applications.
9. Promote Avalon and all events to service users on the website and social media platforms
10. Create supporting materials to keep all stakeholders up to date with our services.
11. Complete relevant risk assessments, reviews and evaluations of activities.
12. Approach and form links with all appropriate volunteer groups locally to ensure all parents and children have access to our services.
13. Ensure that the safety and welfare of individuals are protected in accordance with Avalon's Safeguarding and Child Protection Policies and Procedures.

14. Work flexibly including some evenings and weekends to meet the needs of the service.

15. Participate in team meetings, regular support and supervision and training.

**Service Delivery Director  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<i>SKILLS AND QUALITIES</i>	<ul style="list-style-type: none"> <li>• Ability to work remotely and self-manage</li> <li>• Excellent communication skills and the ability to network well with others</li> <li>• Ability to build good working relationships with vulnerable people</li> <li>• Demonstrable commitment to the ethos of helping people to help themselves</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to work on own initiative</li> <li>• Experience of using a user-led approach to service delivery and development</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage a varied role with an, at times, complex workload</li> <li>• An understanding of the issues facing people affected by disabilities.</li> <li>• An understanding of Autism.</li> </ul>
<i>EXPERIENCE</i>	<ul style="list-style-type: none"> <li>• Experience of managing and developing a service</li> <li>• Experience of working with socially excluded or disadvantaged groups</li> <li>• Experience of designing and facilitating virtual training events</li> <li>• Experience of partnership working</li> <li>• Experience of evaluating projects to demonstrate impact</li> <li>• The post is subject to PVG disclosure and reference checks.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Autism</li> </ul>

**Closing date: 8<sup>th</sup> October**