



Job Title:	Employment Coordinator
Org Level:	Coordinator Board
Reports To:	Chief Financial Officer
Hours:	32hrs a week (working pattern to be agreed with successful candidate)
Location:	Nottingham City (Hybrid)
Contract:	Fixed Term - 1 Year (Contract extension dependent on funding)

About Autistic Nottingham

Autistic Nottingham is an Autistic-led charity run by and for Autistic adults without intellectual disabilities. We provide advocacy, peer support, wellbeing support, community activities, training and specialist employment mentoring.

Our work is based on lived experience, accessibility and the belief that Autistic people should be supported by services that meet their needs.

About the project

Autistic Nottingham has been awarded Local Growth Fund funding to deliver employment support for economically inactive Autistic adults living in Nottingham City.

The project will help participants move towards employment, education, training or volunteering through tailored one-to-one support. This may include confidence-building, CVs, applications, interview preparation, understanding reasonable adjustments, Access to Work, workplace communication and support to settle into work.

Purpose of the role

The Employment Coordinator will lead the day-to-day delivery of the employment project, ensuring it is well organised, meets its targets and delivers the outcomes set by the funding. They will be a key contact for mentors, participants and referral partners, and will oversee the effective running of the project.

This is a project coordination and management role. The postholder will manage the mentor team to ensure participants are progressing towards agreed outcomes, monitor performance against targets, and ensure that project activity aligns with funding requirements. They will oversee referrals, eligibility checks, participant progress and evidence collection, while working with administrative support staff who will assist with booking appointments and general admin tasks.

The role would suit someone who is organised, confident in managing people and processes, able to track progress and outcomes, and comfortable taking responsibility for project delivery. The postholder should have lived experience of autism or strong experience of working with Autistic people, alongside an understanding of employment support services.

Duties and Responsibilities:

Project coordination

- Coordinate the day-to-day running of the employment project.
- Help ensure project activity is delivered in line with agreed funding requirements, targets and timescales.
- Track progress against project outputs and outcomes.
- Identify when project activity, participant progress or evidence collection is off track and take practical steps to address this.
- Escalate concerns, risks or delays to the Project Lead where needed.
- Work with administrative support staff to ensure appointments, records and project processes are organised and up to date.
- Help ensure the project remains accessible, flexible and responsive to the needs of Autistic participants.

Participant coordination

- Oversee and coordinate responses to enquiries and referrals into the employment project.
- Support eligibility checks, including Nottingham City residency and other programme requirements.
- Help coordinate initial conversations, appointments and follow-up sessions.
- Support the matching of participants with Employment Mentors.
- Maintain oversight of participant communication, ensuring it is accessible, consistent and supportive.
- Help identify and address practical barriers to engagement, such as travel, anxiety, communication needs or digital access.
- Support systems that help participants stay engaged with the project, including reminders, check-ins and follow-up processes.

Supporting Employment Mentors

- Coordinate mentor appointments, caseloads and availability.
- Support Employment Mentors to understand participant needs, goals and agreed next steps.
- Share relevant participant information with mentors, with consent and in line with data protection.
- Help mentors keep records, action plans and progress notes complete and up to date.
- Monitor participant progress across mentor caseloads.
- Flag gaps, delays, disengagement or concerns to the Project Lead.
- Support clear communication between participants, mentors, administrative staff and the wider Autistic Nottingham team.

Participant progress and outcomes

- Help ensure each participant has an action plan that reflects their goals, strengths, barriers and next steps.
- Track participant progress towards employment, education, training, volunteering or other agreed progression routes.
- Support mentors to evidence progress, including three-month support, training, job offers, employment starts and sustained employment.
- Help identify where participants may need additional support to stay engaged or progress.
- Support the project's focus on meaningful and sustainable outcomes, rather than moving people into unsuitable work.

Project administration and record keeping

- Keep accurate and secure participant records.
- Update action plans, contact logs and progress notes where required.
- Maintain organised project files so records are ready for monitoring and reporting.
- Help collect evidence for project outputs and outcomes, such as enrolment forms, attendance records, training confirmations, job offers, wage slips, work rotas, ID badges or employer confirmations.
- Support the preparation of project updates and funder monitoring information.
- Help ensure participant information is stored in line with GDPR and confidentiality requirements.

Outreach and partnerships

- Help promote the project to eligible Nottingham City residents.
- Support communication with referral partners, community organisations, employers and training providers.
- Attend occasional meetings, events or community outreach activities.
- Help make project information accessible and clear.
- Support positive working relationships with external organisations where this benefits participants

Safeguarding and compliance

- Follow Autistic Nottingham's safeguarding, confidentiality, data protection and health and safety policies.
- Recognise and report safeguarding concerns to the appropriate lead.
- Maintain clear professional boundaries.
- Ensure participant information is handled safely and confidentially.
- Help keep project information accurate, secure and up to date.
- Support compliance with funder requirements, including eligibility, evidence and reporting processes.

Person specification

Essential

- Lived experience of autism/being Autistic, or strong direct experience of supporting Autistic people in a professional, voluntary, caring, advocacy, mentoring or community setting.
- Good understanding of the barriers Autistic adults may face in employment, education, training and mainstream services.
- Understanding of Autistic communication differences, sensory needs, masking, burnout, executive functioning and reasonable adjustments.
- Experience of coordinating or supporting a team, including organising workloads, supporting colleagues and maintaining clear communication.
- Ability to manage a project or programme of work, including planning tasks, tracking progress and meeting agreed objectives.
- Ability to identify when progress is off track and take practical steps to address this, including problem-solving, adapting plans and escalating issues where needed.
- Good organisation and administration skills.
- Good written and verbal communication skills.
- Able to keep accurate records and follow processes.
- Confident using email, documents, spreadsheets and cloud-based systems.
- Able to communicate with people in a calm, respectful and accessible way.
- Able to work flexibly and adapt communication to different needs.
- Reliable, consistent and able to manage competing tasks.
- Able to handle confidential information appropriately.
- Willingness to follow safeguarding, GDPR and professional boundaries.
- Commitment to the values of Autistic Nottingham and to Autistic-led, person-centred support.

Desirable

- Experience in a charity, community, advice, advocacy, support, admin or coordination role.
- Experience supporting people who experience anxiety, low confidence, isolation or barriers to services.
- Some understanding of employment support, volunteering, training, reasonable adjustments or Access to Work.
- Knowledge of Nottingham City communities or local support services.
- Experience maintaining monitoring records or supporting funded projects.
- Experience communicating with employers, training providers or referral partners.



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