



## JOB DESCRIPTION

### Pathway to Work Coordinator

**Role:** Pathway to Work Coordinator

**Responsible to:** Head of Day Services

**Location:** Bromborough Pool (with flexibility to work across other designated sites)

**Relationships:** Build and maintain positive relationships with individuals we support, colleagues, employers, and external partners.

### **Purpose of the role:**

The Pathway to Work Coordinator plays a vital role in supporting individuals with autism to transition into meaningful volunteer and work placements. This position is central to promoting independence, inclusion, and personal development, ensuring that each person has the opportunity to achieve their employment goals.

### **Key Responsibilities:**

#### **Placement Development & Employer Engagement**

- Identify and secure safe, suitable volunteer and work placement opportunities through networking, databases, social media, and employer outreach.
- Develop and maintain a portfolio of placement opportunities for individuals entering the Pathway to Work stream.
- Build strong, long-term relationships with employers and community partners to promote inclusion and sustainability.
- Conduct health and safety checks and risk assessments for all placement sites, ensuring compliance with regulations.
- Provide autism-specific training and guidance to placement providers where required.

#### **Programme Coordination and Delivery**

- Coordinate and deliver the Pathway to Work Programme in accordance with the agreed Sustainable Employment Journey Framework.





- Manage a designated portfolio of participants, maintaining oversight of their progress from initial assessment through to employment and transition.
- Plan, prepare and present structured group deployment sessions, workshops and individual learning activities covering work readiness, employability, independence and personal development.
- Deliver engaging, accessible and autism-informed sessions, adapting materials, communication methods and learning approaches to meet individual needs.
- Coordinate guest speakers, external trainers and partner organisations to deliver specialist sessions, including digital inclusion, financial awareness, interview preparation, self-advocacy and life skills.
- Review Session effectiveness and participant feedback, making improvements to programme content and delivery where required.
- Ensure development sessions are purposeful, linked to individual goals and informed by evidence from participant assessments, performance trackers and placement feedback.

### **Individual Support & Readiness to Work**

- Complete initial assessments and create personalized development plans for each individual.
- Support individuals in CV writing, interview preparation, and building a 'Ready to Work' profile.
- Ensure individuals spend maximum time in placements and minimal time in classroom settings.
- Monitor progress through regular reviews (6-week, 6-month, and annual) and adjust plans as needed.
- Act as a liaison between individuals and placement providers, resolving issues promptly and effectively.

### **Collaboration & Administration**

- Work closely with Day Service Managers to identify potential candidates for the Pathway to Work stream.
- Attend supported employment panel meetings to advocate for individuals and present placement opportunities.
- Liaise with families, social workers, and internal teams to ensure smooth transitions and accurate package management.
- Maintain accurate records, monitor outcomes, and report progress to deadlines.





### **Compliance & Safeguarding**

- Uphold GDPR and confidentiality standards at all times.
- Ensure safeguarding practices are embedded in all aspects of the role.
- Maintain professional conduct and represent the organization's values in all interactions.

### **Other:**

To maintain a high level of professional conduct as befits an employee of the organisation.

As with all post in the organisation, a high degree of confidentiality is expected at all times. At no time will the post holder discuss the individual people we support, their families or other confidential matters connected with Autism Together and its staff, outside of the organisation. Notwithstanding, under our confidential reporting policy you will be required to raise any concerns, particularly those concerns which may be deemed a matter of safeguarding the people we support.

The post holder will be expected to undertake, in exceptional circumstances, any other duties which may, from time to time, be specified by the Chief Executive or Senior Members of staff.

This is intended as a guide to the main responsibilities of the post and is not an exhaustive list of duties. This job description is subject to amendment, following consultation with the post holder.

All staff are required to always represent Autism Together in a professional and responsible manner.

Staff are required to undertake, in exceptional circumstances, and following prior consultation, other duties which may, from time to time be specified by senior management.

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**Please note** that this position will be subject to an enhanced DBS check.

### **Information Assets and Cybersecurity**

As part of your role you will be responsible as an Information Asset Owner in supporting the organisation with cyber security and in its protection of its information assets.





## Data Protection Act / GDPR

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information

## Person Specification

The successful candidate will demonstrate the following knowledge, experience, and skills:

| Category                   | Essential                                                                                                                            | Desirable                                                                                                                                           |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge & Qualifications | Knowledge and understanding of autism and the barriers autistic individuals may experience when accessing and sustaining employment. | Full driving license and access to a car; Degree in business administration, HR, social studies, or related field; Knowledge of the benefits system |
| Knowledge & Qualifications | Minimum of 12 months' experience supporting autistic individuals.                                                                    |                                                                                                                                                     |
| Knowledge & Qualifications | Understanding of person-centred practice, independence, inclusion, individual development and reasonable adjustments                 |                                                                                                                                                     |
| Knowledge & Qualifications | Understanding of employability skills, work readiness and the factors that contribute to sustainable employment.                     |                                                                                                                                                     |
| Experience                 | Delivering training sessions, workshops, or educational activities; Liaising with agencies                                           | Supporting vulnerable adults with autism or learning disabilities;                                                                                  |





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|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                | such as social services, NHS, DWP, and local councils                                                                                                 | Networking and building partnerships with employers and recruiters |
| <b>Experience</b>              | Experience of planning, delivering or facilitating training sessions, workshops, group activities or learning programmes.                             |                                                                    |
| <b>Experience</b>              | Experience of supporting individuals to develop skills, confidence, independence or personal goals.                                                   |                                                                    |
| <b>Experience</b>              | Experience of building positive working relationships with a range of stakeholders.                                                                   |                                                                    |
| <b>Experience</b>              | Experience of maintaining accurate records and monitoring individual progress.                                                                        |                                                                    |
| <b>Skills &amp; Attributes</b> | Strong organizational skills; Excellent communication and interpersonal abilities; Ability to facilitate group sessions; Self-motivated and proactive | Problem-solving and adaptability in dynamic environments           |
| <b>Skills &amp; Attributes</b> | Strong presentation and facilitation skills, with the ability to deliver engaging and accessible sessions to groups and individuals.                  |                                                                    |
| <b>Skills &amp; Attributes</b> | Excellent communication and interpersonal skills, including the ability to adapt                                                                      |                                                                    |





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|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--|
|                                | communication to individual needs.                                                                                                     |  |
| <b>Skills &amp; Attributes</b> | Strong organisational and time-management skills, with the ability to manage a participant portfolio and competing priorities.         |  |
| <b>Skills &amp; Attributes</b> | Good IT skills, including Microsoft Office, Excel and digital applications, with the ability to record and report outcomes accurately. |  |
| <b>Skills &amp; Attributes</b> | Ability to assess development needs, set goals, monitor progress and use evidence to inform decisions                                  |  |
| <b>Skills &amp; Attributes</b> | Proactive approach to problem-solving, relationship management and continuous improvement.                                             |  |
| <b>Skills &amp; Attributes</b> | Ability to work independently, exercise sound judgement and work effectively as part of a wider team.                                  |  |

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**Other:**





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**October 2026**

