

## Candidate Pack

Thank you for your interest in the role of Communications Officer – Northern Ireland through the National Autistic Society's [Autism at Work programme](#).

Through our Autism at Work programme, we support employers across a wide range of industries to create accessible job opportunities and to support candidates to access those opportunities.

You can watch a video here about how we have supported others through our programme: [Short version \(2 mins\)](#) or [long version \(7 mins\)](#).

We also support candidates to prepare for and succeed in employment. We also campaign to improve public understanding, develop professional practices and shaping government policies benefits a huge amount of autistic people and their families. Throughout this programme, we will support you with the following:

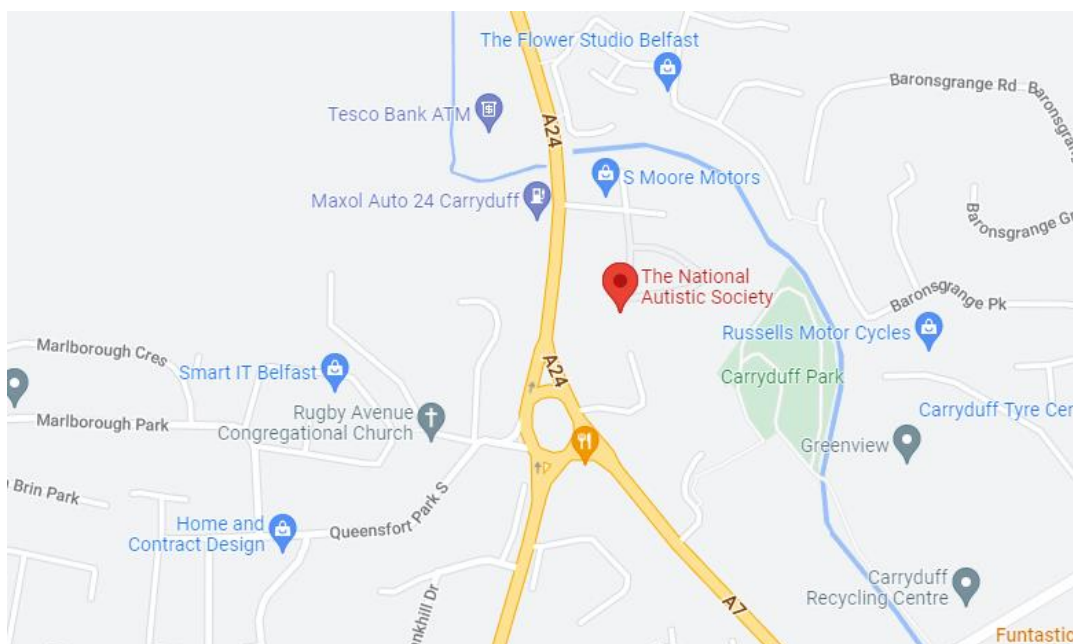
- Pre-employment preparation
- Support with on-boarding process
- Specialist Job Coach sessions focusing on work support
- Ensuring your colleagues have attend training on how best to work alongside you and support you

**Location:** The Communications Officer will be based at the Autism Centre in Carryduff, Castlereagh – The team are based in offices on the first floor.

Here is some more information about the Autism Centre as well as a virtual tour here: <https://www.autism.org.uk/what-we-do/support-in-the-community/centres/northern-ireland/northern-ireland-autism-centre>

Autism Centre in Carryduff  
Eastbank Rd, Eastbank, Carryduff, Belfast BT8 8BD





### **How to get there:**

The nearest station is 20 minutes' drive away and there are connections to buses depending on where you are coming from. Please get in touch if you are unsure about how to get here.

### **The Team:**

Our team is small and friendly and we are going through an exciting time of growth and expanding the team.

### **The Communications Officer will report to:**



[Shirelle Stewart, Director of the National Autistic Society Northern Ireland.](#)

Shirelle is responsible for the strategic direction of the National Autistic Society in Northern Ireland. Shirelle has a broad role that encompasses Policy and Campaigns, External Communication, the development and implementation of National Programmes and branch development.

### **The current team:**

Shirelle is supported by Caroline Bogue and Clair Dundas, who are both Family Support Workers.

Caroline and Clair's roles have a large remit which covers the provision of Family Support, running National Programmes, delivering training for parents and professionals and support for branches. Natasha Carlise is our new Senior Branch Support Worker.

- Shirelle, Caroline and Clair are supported by 10 bank staff who help deliver our National Programmes in Northern Ireland, including working with autistic children, young people and adults in our Autism Centre.
- The team have also recently hired a Branch Officer and are recruiting an Administrator – in addition to this new communication officer role, so the team is expanding.

**The Culture** – Our work place is informal and relaxed. The team is very friendly and dedicated and happy to offer support. We can make reasonable adjustments to the working environment and assist with planning your workload

### **Competencies**

#### **I am committed to making a difference**

I commit to [NAS aims, objectives and values](#). I display a positive approach in the way I work and contribute to the wider needs of the organisation and its stakeholders either directly or indirectly. *With support*, I overcome difficulties, setbacks and pressure, to get things done because I understand the impact of autism. I recognise and encourage commitment in others.

#### **I gather and share knowledge**

I seek and use information, knowledge and experience and create opportunities to share this with others. I look for new developments and keep up to date with issues which impact my work. I interpret, distil and disseminate information, in and outside the NAS, for the benefit of people with autism and other stakeholders. I manage and protect others' personal information professionally.

#### **I adapt to changing priorities**

I adopt a flexible, proactive approach to get the job done. I am responsive to change and recognise when tasks are urgent and/or important, taking appropriate action. I prioritise activities and know when to say 'no'. I deal positively with last minute changes and interruptions. I look for practical solutions and know when to find different ways to achieve an objective. *I ask for help if I am unsure how to set priorities*

#### **I communicate effectively**

I use *suitable* methods, styles and language to communicate to different audiences. I communicate succinctly using clear language. I listen and take account of others' views and needs. I show understanding and use *my judgment* to communicate. I check that others have received and understood the intended message.

#### **I communicate effectively in writing**

I use clear and succinct language with a high standard of grammar and spelling. I put my case positively, indicate clearly the purpose of the communication and what is required from the reader. I tailor my communication to my audience to get my message across in the most effective way. I am aware of, and use, NAS brand guidelines.

#### **I promote the NAS**

I represent and promote the NAS. I influence and raise awareness by talking positively about autism and NAS services to a wider audience. I build relationships and use a range of effective persuasion and negotiation styles to champion the rights and needs of people living with autism. I search for and obtain the resources to fulfil these needs.