

Job Description – EHCP Parent Coordinator

Fix Term Role: November 2025 – July 2026 (8 months)

Autism Independence

Autism Independence was established in 2013 and has supported families from ethnic minority, specialising Somali families in Bristol who have a child or children with an autism diagnosis. In the Somali community, there is no word that describes autism, yet research shows that there are higher rates of autism in migrant communities in Western countries.

Our vision is to educate and empower people with autism and their families and help overcome taboos and stigma around disabilities. We support families, whose first language is not English, to access mainstream health, social care and educational services by offering tailored support and advice. We help them in a range of areas, including overcoming language barriers, running a support group, and helping them obtain the Education, Health and Care Plans (EHCP) for their child.

Please note that this is not an exhaustive list of the services we provide. We value the importance of creating an environment where parents network, socialise and support each other along with bringing together different communities.

About the role

This is an exciting opportunity to work with an established and respected Bristol-based organisation and supporting autistic young people and their families reach their full potential.

The number of children and young people needing Education Health and Care Plans (EHCP) has increased significantly over the past few years. Services continue to struggle to provide culturally competent services when supporting young people from ethnically diverse communities. With the increase in demand in supporting parents across the city, we have secured funding for 8 months to support our families.

The parent coordinator will:

- Support families to understand the process of EHCP
- Advocate for families during meetings, such as annual reviews for EHCPs
- Build relationships between service providers and families by bridging cultural barriers
- Supporting process of getting an autism diagnosis
- Supporting young person to get school transport
- Supporting the Care Act Assessment process
- Liaising with alternative educational provision procedures
- Liaising with other agencies across the city to support families and their young people
- Empowering families to understand and navigate the education and social care system as independently as possible

- Document all interactions using organisational data collection software to feed into quarterly and annual reports
- Pre and post assessments of families to track their progress
- Support with monthly drop in sessions

It is essential that the successful candidate has extensive experience of supporting someone with autism and understanding how the health, social and educational system works – this can be through personal or professional experience.

Essential criteria

The successful candidate must have the following skills:

- English and Somali speaking
- Experience of either working with autistic children and young people, through personal experience or by having a relevant degree
- Knowledge of Educational Health and Care Plan – specifically autism
- Experience of Special Educational Needs (SEND)
- Experience of evaluating feedback and project progress and writing reports
- Good organisational or planning skills, including organising activities
- Knowledge and understanding of Safeguarding
- Good relationship management skills
- Experience of using Microsoft: word, excel, Outlook
- Excellent written and verbal communication skills
- Good team player
- Good communication skills

Desirable skills

- Knowledge of the Disability Act, Education act, Equality Act
- Audit and evaluation skills – record keeping
- Critical thinking
- Experience of applying inclusion to projects they have worked on
- Collecting and analysing quantitative and qualitative data
- Project management experience
- Driving licence

Our offer

- 15 hours per week: £12.21 per hour (£6,349.20 pro rata)
- Set hours between 9am – 5pm (to be agreed)



- Office based
- Training and supervision provided
- Holidays and pension contributions

Closing Date: Friday 31st October at midday

Interview Date: November 2025 (exact date to be confirmed)

Start Date: November 2025 (exact date to be confirmed)

Email to: hello@autism-independence.org