

Job Description Roadmap to Independence Project Manager

Fix Term Role: April 2026 – April 2030

Autism Independence CIC

About Autism Independence

Autism Independence was established in 2013 to support families from ethnically diverse communities in Bristol who have an autistic young person and/or a learning disability.

Our vision is to educate and empower autistic people and people with a learning disability, as well as their families, while challenging taboos and stigma around disability. We specialise in supporting families whose first language is not English to access mainstream health, social care and education services through culturally competent, tailored advice and advocacy.

Our work includes:

- Overcoming language barriers
- Running support groups
- Supporting families through the Education, Health and Care Plan (EHCP) process
- Providing targeted Transition to Adulthood support
- Creating spaces where children, young people and parents thrive, connect and build community
- Raising awareness of the learning disability register and annual health checks for people with a learning disability from ethnically diverse communities.

(Please note this is not an exhaustive list of our services.)

Purpose of the Role

This is an exciting opportunity to lead a four-year Bristol Impact Fund 3 project supporting autistic young people aged 16–25, (including those with a learning disability from ethnically diverse communities in Bristol. Working closely with young people and their families, the Project Manager will ensure that the project delivers high-quality, culturally competent support that improves independence, wellbeing, confidence and social participation.

The Project Manager will be responsible for overseeing project delivery, supervising the Social Navigator, ensuring safeguarding and quality standards, and providing some direct support where needed, especially with complex cases or during peak demand.

The role is both strategic and hands-on, ensuring the project meets its outcomes while maintaining strong relationships with families, professionals and community partners.

Key Responsibilities

1. Project Leadership & Delivery

- **Oversee the planning, coordination and successful delivery of all project activities.**
- **Ensure the project meets Bristol Impact Fund outputs, outcomes and reporting requirements.**
- **Lead risk management, safeguarding, quality assurance and continuous improvement processes.**
- **Maintain day-to-day oversight of activity schedules, work plans and project milestones.**
- **Manage project budgets in collaboration with senior leadership.**
- **Represent Autism Independence at meetings, forums and consultations related to SEND, disability and young people.**

2. Line Management & Supervision

- **Provide line management, supervision and day-to-day guidance to the Social Navigator.**
- **Ensure consistent, high-quality practice across the project team.**
- **Support the professional development, wellbeing and reflective practice of staff.**
- **Monitor caseloads and ensure safe, manageable allocation of work.**

3. Direct Support to Young People & Families *(Light-touch, only when required)*

- **Provide occasional direct support during staff absence, high-demand periods or complex cases.**
- **Support young people with goals for adulthood, including confidence-building, education, employment and community participation.**
- **Assist with tasks such as CV writing, interview preparation, access to activities, navigating services or attending meetings.**
- **Help families understand pathways, services, rights and reasonable adjustments.**

4. Multi-Agency & Community Partnership Working

- **Build and maintain relationships with local organisations, employers, further education colleges, health services, schools and social care teams.**
- **Attend relevant network events, panels and forums.**
- **Represent the project in city-wide consultations and SEND/health initiatives.**
- **Promote inclusion, accessibility and culturally competent practice across sectors.**

5. Monitoring, Evaluation & Reporting

- **Maintain accurate, GDPR-compliant records.**
- **Collect, analyse and report quantitative and qualitative data.**

- Produce quarterly and annual reports for funders and trustees.
- Gather lived-experience feedback to influence local policy and improve services.

Essential Criteria

The successful candidate must have:

- Experience working with autistic young people (with or without a learning disability) through professional, educational or personal experience
- Experience working with ethnically diverse communities or people whose first language is not English
- Understanding of post-16 transitions (education, employment, health, social care pathways)
- Experience working across multi-agency settings (schools, NHS, social care, voluntary sector)
- Strong knowledge of Bristol services and local networks
- Experience setting up, delivering or managing a project
- Experience supervising or managing staff, volunteers or students
- Strong written and verbal communication skills
- Excellent organisational, planning and time-management skills
- Report to directors monthly on caseloads and progress of the project
- Meet the reporting requirements of the funder
- Proficiency in Microsoft Office (Word, Excel, Outlook) and CRM systems
- Oversee caseload via Charity Log Software ensuring data is documented accordingly
- Experience producing reports and analysing data
- Strong record-keeping, audit and evaluation skills
- A solid understanding of safeguarding policies and procedures
- Ability to work to deadlines and manage competing priorities
- Right to work in the UK

Desirable Criteria

- Knowledge of co-production and working with lived-experience groups
- Experience using the social determinants of health model
- Knowledge of Bristol's SEND, health and wellbeing strategies
- Experience delivering workshops or group sessions
- Ability to develop partnerships with employers, colleges, training providers or community organisations
- Knowledge of the NHS Long Term Plan
- Understanding of relevant legislation, including:
 - Autism Act
 - Health and Social Care Act

- Care Act
- Equality Act
- Disability Act
- Education Act
- Mental Health Act
- Experience supporting families who are newly arrived, refugees or migrants
- Knowledge of trauma-informed practice

Safeguarding Statement

This role involves working with vulnerable young people and families. The successful candidate will be required to undertake an Enhanced DBS check and complete safeguarding training. Autism Independence CIC is committed to safeguarding and promoting the welfare of children, young people and adults at risk.

Equality Statement

We particularly welcome applications from people with lived experience of neurodivergence, disability, migration, or caring responsibilities.

Reference Requirements

The successful candidate will be required to provide two satisfactory references, including:

- One reference from their most recent employer (or education provider if newly entering the workforce).
- One additional professional or character referee who can comment on their suitability for the role.

References will be requested prior to appointment and must cover at least the most recent 3 years of employment, volunteering or study. References from family members or close personal friends cannot be accepted.

Our offer

- 20 hours per week
- Annual Salary of £18,720/ £18 per hour (20 hours per week; equivalent to £35,100 FTE) in Year 1 with a salary increase in line with inflation in years 2, 3 and 4
- Flexible Working Hours
- Working from the office
- Training and supervision provided
- Holidays and pension contributions
- Closing Date: 20th March 2026
- Interview Date: April 2026 (date to be confirmed)
- Start Date: April 2026

