



Role Profile – Hub Coordinator

Role Overview

We are currently looking for a Hub Coordinator to assist with the project management, co-ordination and delivery of the [Autism Central](#) South West Regional Hub. Autism Central offers families and carers of autistic people high quality and easily accessible autism education, training and support through peer educators, alongside a dedicated website. Peer educators are autistic people, and parents and carers of autistic people, who have been trained to support other families. Bristol Autism Support is delivering Autism Central in the South West NHS England Region.

The role will include

- Being a key point of contact for service users and team members
- Management of online support network for Peer Educators, providing signposting support to members
- Administrative support including hub portal updates, invoicing and venue hire
- Monitoring of key performance indicators (KPIs) and working closely with the Hub Manager to ensure delivery of KPIs
- Partnership building with local partners

The role is being offered on a part time basis of 10 hours per week at £15 per hour for an initial 12 month period with a view to increase and extend the role to become permanent subject to funding. The role reports to the Hub Manager.

What we are looking for

- Project management experience; confident IT user with Microsoft packages, including MS Teams, Word, Excel, PowerPoint, Outlook and Forms, Experience of cloud-based IT systems.
- Ability to work independently, manage their own workload, prioritise tasks and highlight issues with the team where appropriate.
- Customer Service Experience
- Confidence when using social media platforms such as Facebook.

Whilst candidates will be able to work flexibly and from home there will be some requirements for team meetings, therefore living locally to Bristol would be preferred for this role. There is no additional travel required for this role. There is no requirement to understand or have experience of autism for this role but it would be helpful.