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|  | Criteria **Essential/**  **Desirable** | **Application**  **Interview**  **Exercise** |
| Experience At least 1 year’s recent practical experience of working with people with an Autistic Spectrum Conditions (ASC) or other social and communications condition. | D | A, I |
| Experience of using a range of software applications including Microsoft Office and in organising accessible admin systems. | E | A, I |
| Experience of working with vulnerable individuals and groups. | E | A,I |
| Experience of facilitating group sessions | D | A,I |
| Experience of volunteer recruitment and management, working within good practice guidelines, providing inductions, training and supervision for volunteers | E | A,I |
| Experience of developing and delivering training to volunteers and organisations | D | A,I |
| Experience of mentoring | D | A,I |
| Experience in organising small scale activities and events whilst being service user led in the planning processes | E | A,I |
| Experience in managing activities within specific budgets and documenting expenditure | D | A,I |
| Experience of working within health and safety requirements, including undertaking DSB checks and completing risk assessments. | E | A,I |
| **Skills/Abilities/Qualifications**  Knowledge/experience of Asperger Syndrome or HFA | E | A,I |
| Demonstrable knowledge of issues and current developments in the field of ASC and disability | E | A, I |
| Ability and confidence to communicate effectively with a wide range of people | E | A, I |
| Ability to be self-motivating and to plan and manage your own work load | E | A,I |
| Ability to modify communication styles to ensure understanding | E | A,I |
| Ability to work with challenging behaviour and to de-escalate difficult situations. | E | A,I |
| Attitude Commitment and ability to address diversity and challenge stereotypes as an integral part of the work | E | A,I |
| A demonstrable understanding and commitment to the social model of disability | E | A,I |
| The capacity to work with empathy and tolerance and to remain calm and composed | E | A,I |
| A determined, professional and flexible approach | E | A,I |