



ASD Care Navigator

Job title	ASD Care Navigator
Reporting to	User Involvement Manager
Contract	12-month fixed term initially
Hours	37.5 hours a week, full-time
Salary	£27,547 per annum
Location	Hybrid with regular attendance in Brent and North West London as required
Closing date	14 th April 2026, 12 noon

We welcome applications from people with transferrable skills and qualities, and people with diverse employment histories and personal backgrounds.

Hybrid working: we deliver in-person services, and hybrid working must prioritise the needs of those receiving our services. The amount of time working from home / offices / face-to-face services will be dependent on the role.

About The Advocacy Project

We help people speak up and make decisions about their health, wellbeing and social care. We're here to make sure people across all ages and care groups can understand their rights, make effective choices about their lives and voice their concerns.

Some of the ways we do this include:

- advocacy services that make sure people can express their wishes when decisions are being made about their care or wellbeing
- user involvement projects that help organisations improve what they offer by listening to people who use their services
- local Healthwatch organisations, which act as health and social care champions for the areas they serve and give people a direct channel to share their feedback

Our services are independent, confidential, and free to those receiving them. Together, our teams are standing up for essential rights and supporting people to have a say on the issues that matter to them.

Our vision

A world in which every person has a voice

Our mission

To enable every person to have their voice heard, uphold their rights and make choices

About the role

We are looking for someone to lead an exciting project commissioned by Central North West London (CNWL) to improve health outcomes for people with autism in Brent.

The Autism Care Navigator project will improve access to pre and post diagnostic support for Brent residents on the Adult Autism Assessment waiting list. The Project will work closely with the Brent LD community team, other healthcare providers including primary care, and Brent residents.

The post holder will offer care navigation support to individuals, helping people to access health and social care services and improving understanding of what services are available. They will collect people's stories and experiences, run consultations and focus groups and feed into wider consultation, working to address system issues. The role will also involve sitting on relevant strategic boards and groups to make sure that experiences and challenges of people with autism in Brent are included in decision making.

Using your experience of working with autistic people, you may also support other staff and services to improve how they work with and support autistic people.

Key responsibilities

- Respond to referrals accurately and efficiently.
- Raise awareness of the project to maximise participation and engagement.
- Communicate in an appropriate and sensitive manner to gain an understanding of an individual's health and signpost accordingly.
- Provide information, support or signposting for people with autism in order to inform or empower individuals on issues about their health.
- Develop and maintain an accurate record of health and social care organisations and associated referral processes.
- Develop, organise and run focus and awareness groups for people with autism and their families and carers to improve awareness of health conditions.
- Develop and support accessible user involvement opportunities, including focus groups and workshops, so that autistic people can share feedback, influence the service and help improve local support.
- Develop and support an effective advisory group of autistic people to help inform and improve the service.
- Work according to the Equality Act 2010 and other forms of legislation that combat discrimination and promote equality and diversity.
- Develop good working relationships with key staff within health and social care services.
- Meet case-working standards, reporting and monitoring requirements.
- Undertake any other tasks and duties as required.

General responsibilities

- Participate in team meetings and training.
- Participate in personal, team and organisational development.
- Contribute to monitoring reports.
- Keep to our policies, including health & safety, safeguarding and risk regulations.
- Work to our mission, vision, and values.
- Carry out other projects and tasks as needed.

Person specification

We welcome applications from people with transferrable skills and qualities, and people with diverse employment histories and personal backgrounds.

Essential qualities and attributes:

- Excellent communication skills and ability to work effectively with people with autism, team members and stakeholders to build and keep excellent relationships.
- Excellent, succinct and well-structured writing skills with the ability to document outcomes and stories.
- Ability to organise and run groups, supporting all members to participate and gathering key information.
- Ability to work with people calmly, sensitively and positively and seeking solutions using individuals' strengths.
- Ability to listen and build trust with those you are working with.
- Good attention to detail and ability to manage your own workload.
- Ability to work independently, use initiative and manage competing priorities with limited supervision.
- Confident in using database systems to input and analyse data.
- Confident user of virtual communications methods, excellent IT skills including use of Microsoft Office.
- Demonstrable understanding of inclusive practice
- Excellent administration skills, logical and process driven.
- Excellent interpersonal skills and ability to work effectively with a wide variety of stakeholders.
- Vision, flexible approach and project management skills to be able to develop a project, responding to developing needs of the service.
- Commitment to working within The Advocacy Project's code of conduct, equality and safeguarding policies.

- Willingness to attend further training and to adopt new procedures.
- Willingness to promote The Advocacy Project in line with our mission, vision and values.

Essential knowledge, experience and qualifications:

- Experience of working with people with autism.
- Experience of leading and developing autism-specific project.
- Understanding of health and social care systems.

Desirable knowledge, experience and qualifications:

- Understanding of the public health challenges in Brent.
- Knowledge of Brent and/or North West London.
- Evidence of ongoing personal development and training related to the role.

Benefits of working for us

We're committed to providing an empowering, flexible and supportive working environment for all our staff.

Our employee benefits include 30 days annual leave (including up to 3 days between Christmas and New Year), participation in a pension scheme with 6% employer contribution, access to a free confidential counselling service, and an interest-free travel/bike loan.

All our staff are supported to learn and develop in a variety of ways, including a monthly lecture series where we invite sector experts to talk to our staff on topical issues.

We are a Disability Confident and Mindful Employer.

How to apply

Upload your application via our website on www.advocacyproject.org.uk/work-for-us

Include your CV and a supporting statement explaining why you think you're the person we're looking for and how your experience meets each point in the person specification. **Please address each point in the person specification separately in your supporting statement.** You can use examples from paid or voluntary work, and life experiences. We only accept applications from candidates who upload both a supporting statement and CV.

It's a legal requirement that you are eligible to work in the UK for all our posts.

If you have any questions please get in touch on HR@advocacyproject.org.uk / 020 8106 0640.

An external review concluded that:

"...advocates have excellent support and training to undertake their roles" and advocates find the "lectures, internal training, team meetings and case review meetings extremely helpful"

The review also stated "managers are always accessible and there was a great deal of knowledge and experience across the teams".

Winner of the
National Advocacy Award for Equality & Diversity