

Job Description



Job Title: Autism Peer Support and Community Development Worker	Service Area: Adults Commissioning	
Directorate: Adults Commissioning	Post Number: New role	Evaluation Number: 7855
Grade: P01	Date last updated: 08.07.2026	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Commented [JM1]: I assume this is all standard

Commented [LW2R1]: Yes this was part of the template

Overall Purpose of Job

The Autism Peer Support and Community Development Worker supports the delivery of the Autism Action Plan in Newham by working alongside autistic residents, carers, professionals, and community partners.

The role focuses on developing and strengthening peer support, improving access to services, and building an inclusive and connected autism community across the borough. It combines direct peer support with community development, engagement, and system-wide improvement.

Role responsibilities

The postholder will:

- Provide peer support, information, and practical assistance to autistic residents to promote independence, wellbeing, and connection to the local community
- Lead the development and delivery of peer support and community-led initiatives, enabling residents to connect, share experiences, and support one another
- Work collaboratively with autistic residents, carers, and partners to co-produce services, influence priorities, and strengthen the local autism offer
- Build and maintain strong relationships with local organisations and services, including health and diagnostic pathways, to improve access and experience of support
- Develop and support communication, engagement, and awareness activities to ensure information is accessible and responsive to residents' needs

Reducing inequalities and improving services

A key focus of the role is to address inequalities experienced by autistic residents, including:

- Barriers to accessing support
- Differences in outcomes across communities

The postholder will use data, feedback, and community insight to identify gaps in access and engagement, and work with partners to improve services and promote more equitable outcomes.

Building sustainable community support

The role includes developing sustainable approaches to peer support and community engagement by:

- Supporting residents, volunteers, and partners to lead and deliver activities
- Strengthening community networks and local capacity
- Embedding effective approaches into ongoing service delivery where possible

Service improvement and system working

The postholder will contribute to service improvement and strategic development by:

- Using data and lived experience insight to inform decision-making
- Supporting reporting and evaluation of the Autism Action Plan
- Participating in partnership working, networks, and forums to improve autism-friendly practice across the system

Lived experience

We particularly encourage applications from people with lived experience of autism, while welcoming applications from all suitably qualified candidates. The postholder will use this experience appropriately to support others, inform service development, and help promote understanding and acceptance of neurodiversity across Newham.

Job Summary

This role supports the delivery of the Autism Action Plan by working with autistic residents, carers, and partners.

A key part of this role is to **reduce health inequalities** for autistic residents. This means helping to remove barriers that make it harder for people to:

- access the right support
- have fair and equal experiences in health and care services

The role is funded to focus on **health inequalities**.

The aim is to:

- improve support available in the community
- make services easier to access and understand
- create changes that will continue in the future

The role combines:

- Peer support
- Community development
- Engagement and co-production
- Service improvement

Main responsibilities

You will:

- Provide peer support, information, and practical assistance to autistic residents to support independence, wellbeing, and connection with the local community
- Lead and develop sustainable, community-led peer support networks so residents can connect, share experiences, and support each other
- Support individuals to identify goals, build confidence, and access opportunities such as community activities, funding, and lived experience roles
- Lead engagement and co-production activities to ensure autistic residents shape services, priorities, and local provision
- Plan and deliver community programmes and awareness activity, including events and initiatives such as World Autism Acceptance Month
- Develop and maintain accessible communications, including newsletters, digital content, and community information
- Build and maintain strong partnerships with local organisations, services, and stakeholders, including health and diagnostic pathways
- Support access to services and strengthen engagement across the autism pathway, including pre- and post-diagnostic support
- Develop and support professional networks (e.g. Autism Champions) to promote shared learning and autism-friendly practice

Improving services and outcomes

You will:

- Collect, analyse, and use data and feedback to monitor outcomes and understand community needs
- Identify gaps in access and engagement, including differences across communities
- Use insight to improve services, reach underserved groups, and support system-wide change
- Contribute to reporting and strategic priorities, including annual reviews such as *"You Said, Together We Did"*

Working style

You will:

- Work in a person-centred and flexible way
- Adapt communication and approaches to meet different sensory, communication, and cultural needs
- Use your lived experience appropriately to support and inspire others

Additional information

- You may represent the service at meetings and events
- You may support senior colleagues when needed
- Job share and flexible working options are available

Key Tasks and Accountabilities

About this section

This section explains the main responsibilities of the role. It is a guide to the type and level of work expected. You will work in a flexible and person-centred way.

Tasks can be adapted based on your strengths, needs, and development.

1. Peer Support and Community Development

- Provide peer support, information, and practical assistance to autistic residents to support independence and connection with the local community

- Develop and support peer support groups so residents can:
 - Connect with others
 - Share experiences
 - Build mutual support
- Create safe, inclusive, and respectful spaces for people to take part
- Act as a positive role model, using lived experience where appropriate to support and encourage others
- Support residents to take part in opportunities, including:
 - Community activities
 - Lived experience roles
 - Funding and small grants
- Plan and support open sessions where residents can meet professionals
- Identify which professionals residents want to engage with and support access

2. Engagement, Communication and Community Awareness

- Produce a monthly autism newsletter that is clear, accessible, and relevant
- Maintain and update autism-related webpages to ensure information is accurate and easy to understand
- Support the autism radio programme by identifying speakers and organising content based on community priorities
- Plan and deliver community engagement activities, including:
 - Events
 - Workshops
 - Information sessions
- Plan and deliver activities for World Autism Acceptance Month to promote understanding and inclusion
- Lead engagement activities to understand community needs, including:
 - Surveys
 - Focus groups
 - One-to-one conversations

3. Partnership Working and System Influence

- Build and maintain strong relationships with:
 - Residents

- Carers
 - Community organisations
 - Services
- Work in partnership with local organisations to provide training, advice, and support
- Develop and support an Autism Champions network to:
 - Promote shared learning
 - Improve autism-friendly practice
- Contribute to autism working groups to help shape services and priorities
- Work with the Autism Diagnostic Service, health and other partners to support access to services at all stages of the pathway
- Attend and represent the service at meetings and community forums to share learning and improve services

4. Training, Knowledge and Good Practice

- Co-deliver autism training sessions to improve awareness and understanding
- Maintain up-to-date knowledge of:
 - Autism and neurodiversity
 - Local services and support
 - Good practice
- Apply learning to improve your work and support others

5. Safeguarding, Risk and Inclusion

- Identify and respond to safeguarding and risk concerns in line with policies
- Support people in a way that:
 - Keeps them safe
 - Promotes independence
- Ensure all work is inclusive and accessible by considering:
 - Communication needs
 - Sensory needs
 - Cultural needs

6. Monitoring, Data and Service Improvement

- Collect, analyse, and report data to monitor outcomes and impact

- Use data to identify differences in access and outcomes between communities
- Use feedback and insight to:
 - Improve services
 - Reach underserved groups
 - Inform system-wide change
- Support the coordination of information for reports and reviews, including annual reporting
- Work with residents and carers to co-produce priorities and improvements

7. General Responsibilities and Professional Development

- Communicate information clearly and in a timely way
- Support effective communication across the service
- Contribute to continuous improvement and innovation
- Take part in:
 - Supervision
 - Training
 - Reflective practice
 - Ongoing professional development

Personal Specification



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Grade: P01	Date last updated: 08.07.2026	
IMPORTANT INFORMATION FOR APPLICANTS The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible		
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.		
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.		

Person Specification

About this section

This section explains what we are looking for. You do not need to meet every criterion perfectly. We welcome applicants with different experiences and strengths.

We will provide support and reasonable adjustments throughout the process.

CRITERIA- Essential We value lived experience and different ways of thinking and working. If you meet most of the criteria but not all, we still encourage you to apply.	METHOD OF ASSESSMENT
KNOWLEDGE & UNDERSTANDING: You should have knowledge and understanding of: • Autism and neurodiversity, including lived experience of autism, such as being autistic, caring for an autistic person or working with autistic people • The autism diagnostic process and common barriers to accessing support • Person-centred and strengths-based approaches • Co-production and community engagement • Local services and systems (e.g. health, social care, voluntary sector) • Safeguarding, risk, and professional boundaries	Application and Interview
EDUCATION, QUALIFICATIONS & LEARNING You should have: • A relevant qualification (e.g. health, social care, community development) or equivalent experience • Evidence of ongoing learning, such as:	Application and Certificates

Commented [JM3]: There are a lot of "Essential" criteria. I think that might just be the Newham way but, I'd try to slim them down a little

Commented [LW4R3]: It is exactly the newham way but happy to slim down any

○ Autism training ○ Peer support or facilitation ○ Safeguarding	
SKILLS AND ABILITIES: You should be able to: Communication and Engagement • Communicate clearly and adapt your communication to meet different needs • Use accessible and autism-friendly communication styles • Engage effectively with autistic residents, carers, and communities • Develop and deliver training, presentations or workshops to a variety of audiences. Peer Support and Facilitation • Provide peer support, information, and guidance • Facilitate groups, training, or community activities • Support people to feel safe, included, and able to participate	Application, interview, and task/presentation
Community and Partnership Working • Build and maintain relationships with residents, partners, and services • Work collaboratively across organisations to improve support and access	

• Contribute to co-production and engagement activities	
Service Improvement and Insight • Understand and use information (e.g. feedback, data, lived experience) • Present information clearly (e.g. reports, updates) • Identify gaps in access and support improvements	
Organisation and Independent Working • Plan and manage a range of activities and priorities • Work independently while contributing to team and partnership working	
Digital and Practical Skills • Use IT and digital tools (e.g. newsletters, online platforms, communication tools)	
EXPERIENCE: You should have experience of: • Working with autistic people (through lived or professional experience) • Delivering peer support, group facilitation, or community engagement • Working with multiple stakeholders or partners	Application and Interview

• Involving people with lived experience in service design or delivery • Supporting people to access services or community opportunities • Using information or data to improve services or demonstrate impact	
PERSONAL VALUES AND APPROACH: We are looking for someone who: • Is empathetic, respectful, and non-judgemental • Is committed to inclusion, equality, and neurodiversity • Can act as a positive role model, using lived experience appropriately • Is proactive, flexible, and solution-focused • Can balance supportive relationships with professional boundaries • Is open to learning, reflection, and continuous development	Interview
OTHER SPECIAL REQUIREMENTS: You should be willing to: • Work flexibly, including evenings or weekends when needed • Travel locally within the borough • Take part in training and development • Complete required checks (e.g. DBS)	Application & pre-employment checks