



# RECRUITMENT PACK

**Lived Experience  
Project Worker**



## Job Description

---

**Job Title:** Lived Experience Project Worker (Part time)

**Working hours:** 28 hours/week. Working hours to be agreed, flexible. Due to the timing of our groups, some evening work will be required as an essential part of this role (average 1-2 evenings/week).

**Salary:** £34,314 (Pro rata for 0.8 FTE = £27,450 per annum)

**Contract of Employment:** 12 months contract (with a view to extension, funding dependent).

**Location:** Home based, with some travel where required.

**Start Date:** Week commencing 16<sup>th</sup> June (ideally, though this can be negotiated).

---

### About the Role

SWAN is seeking to recruit a Lived Experience Project Worker to join our team of autistic professionals. You will deliver services and support for autistic women and non-binary people, including our Pre and Post Diagnosis Support, Wellbeing Webinars and 1-2-1 support, and develop information and resources for autistic women, girls and non-binary people and for external audiences. You will also deliver training and workshops for professionals and allies wishing to develop their knowledge and understanding of autistic people.

You will be working with the wider SWAN staff and volunteer team to provide the best possible service to those who come to SWAN, in line with our organisational strategy and values as an autistic-led charity.

For this Lived Experience role, it is essential that the Project Worker is autistic (by formal diagnosis or self-identified). You will need to be comfortable with openly disclosing and discussing related experiences in group and open online sessions, public and professional meetings and in a training context.

SWAN offers staff a neuro-inclusive working environment, and takes a proactive, neuro-affirming approach to adjustments, support and flexible working which seeks to remove barriers and enable you to work to the best of your strengths and abilities.

---

### About SWAN

SWAN is an autistic-led Charity run for and by autistic women, girls and non-binary people across Scotland. \*

Founded in 2012 in response to a lack of visibility and support, we work to create opportunities for autistic women and non-binary people to live healthy, happy and fulfilling lives.

SWAN brings autistic women and non-binary people together to meet others like them and access autistic-led services, information and support which respond to their whole life experiences.

We deliver autistic-led training to build understanding and inclusion, and work with organisations to help them achieve neuro-affirming service-design and delivery.

SWAN is a place for autistic women and non-binary people to be who we are, understand ourselves better, connect with others, and learn from and support one another.

Everything we do at SWAN is based on the professional and personal knowledge and experiences of real autistic women, girls and non-binary people.

SWAN is proud to be autistic led.

\*SWAN is inclusive of all autistic identity – with a formal diagnosis or self-identified – and of all women and non-binary people.

## **Main Tasks and Responsibilities**

---

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive, and this job description may change to reflect changing requirements of the role.

### **Operational Delivery**

- Delivering and developing SWAN groups and services, including pre- and post-diagnosis support groups, wellbeing webinars and 1-2-1 support.
- Related tasks and support before, after and between groups to prepare, follow up, and enable participants to attend and get the most from the services.
- Delivering and developing training, workshops and information sessions to a range of audiences.
- Related tasks before and after training and workshops to prepare, provide follow up resources, and ensure participants get the most from their training.
- Developing information and resources for autistic women, girls and non-binary people and for external audiences, in consultation and collaboration with the SWAN network.
- Working with volunteers where they support some of this delivery (volunteers are trained and supported by our Volunteer Coordinator).
- Supporting with the moderation of SWAN's closed Facebook group.
- Representing autistic women, girls and non-binary people and their interests in local and national policy, service-design and decision-making processes and working with the SWAN network to involve them in these opportunities.
- Working with the Administration Coordinator to ensure effective administration, marketing, follow-up and data gathering for all delivery.
- Liaising with the SWAN CEO, staff, volunteers and trustees as required.
- Liaising with external partners and stakeholders as required.

### **Monitoring and evaluation**

- Implementing monitoring and evaluation of delivery in line with funding requirements
- Producing reports on delivery in line with funding requirements

### **Digital**

- Contributing to and updating the SWAN website, in conjunction with colleagues.
- Collaborating with colleagues to contribute to the SWAN newsletter
- Collaborating with colleagues to contribute to SWAN's social media accounts.

### **General**

- Attend and participate in internal and external meetings as required.
- Liaise with colleagues to provide an effective and consistent service to autistic women, girls and non-binary people in Scotland.
- To attend training and development opportunities as agreed by your line manager.

## About You

---

Whilst we are seeking an experienced worker for this role, we recognise that you may have more experience and knowledge in some areas than others and will have the ability to learn and develop your skills.

### Knowledge, Experience and Skills

- At least 2 years' experience in a similar role (this does not have to be working with autistic people).
- Demonstrable group facilitation experience.
- Experience of delivering training and information sessions to a range of audiences.
- Experience of delivering one-to-one support.
- Demonstrable understanding of the lived experience of autistic women, girls and non-binary people.
- The ability to ensure that the groups, 1-1 work, and training are delivered with a strong understanding and modelling of neuro-affirming practices.
- Understanding and experience of monitoring and evaluation and producing written reports.
- Excellent organisational skills with the ability to manage own workload independently.
- Multitasking and time management skills, with the ability to prioritise tasks and meet deadlines.
- Ability to communicate effectively with a range of stakeholders, including service users, funders and public and third sector professionals.
- Ability to self-regulate and manage a varied workload during busy, demanding or challenging times.
- Comfortable to operate in an environment where we work every day with autistic women and non-binary people, many of whom have experienced prejudice, trauma and poor mental health.
- Ability to collaborate and work as part of a remote team.

### Values, Behaviours & Competencies

- Committed to SWAN's purpose, ensuring that autistic women, girls and non-binary people in Scotland feel valued, understood and connected.
- Interested in working in a neuro-inclusive environment.
- Resilient and able to be self-reflective, with a commitment to self-care within the team
- Interested in fostering innovation and continuous improvement in working practice.
- Flexible and open to change, new challenges, ideas and experiences.
- Open, honest and non-judgemental, with a commitment to kindness, understanding and acceptance.

Applicants must be based in Scotland. We warmly welcome applicants from a range of cultures, backgrounds and identities.

SWAN is currently under-represented by trans women, non-binary people and people of colour - we strongly value the contribution that people with these characteristics will bring to our organisation.

### How to Apply

To apply for the role, please email us:

- Your CV – focusing on relevant experience
- A Covering Letter (of 1 to 2 pages) outlining your relevant skills and experience and your suitability for the role, based on the information in the Recruitment Pack

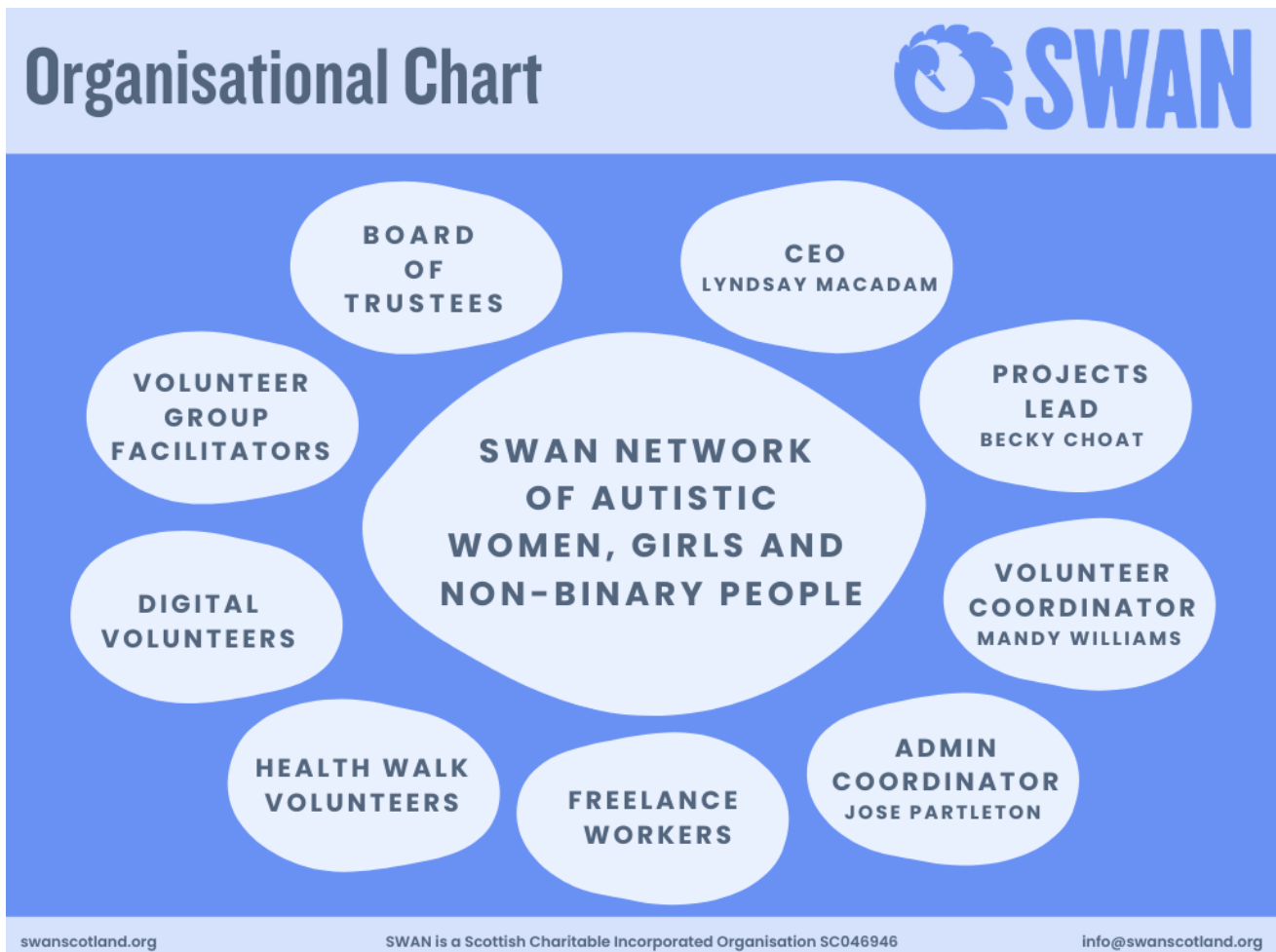
Please email your CV and Covering Letter, as attached documents, to: [admin@swanscotland.org](mailto:admin@swanscotland.org)

Interviews will be held on 13th and 14th May. Interview questions will be provided in advance.

**CLOSING DATE for APPLICATIONS: 8am Monday 28th April 2025.**

## What We Offer

- A proactive, neuro-affirming approach to adjustments, support and flexible working which seeks to remove barriers and enable you to perform to the best of your abilities
- The opportunity to work as part of an all-autistic team, within a friendly, supportive and inclusive working environment.
- A strategic commitment to ensuring SWAN staff feel supported, empowered and valued in their roles.
- Home-based working.
- Flexible working days/hours.
- Regular Support & Supervision.
- Opportunities for learning and development.
- IT equipment to carry out the role.
- Employee pension scheme.
- Generous annual leave.
- Cycle to Work scheme.
- A commitment to staff involvement in the development of the organisation.
- Opportunities to develop the role in line with your skills and interests.



## SWAN Service Map



Services, information and support for and by autistic women and non-binary people across Scotland

### SWAN Spaces

Regular online groups and events, facilitated by autistic staff and/or volunteers

Pre-Diagnosis Drop-In

Post-Diagnosis 6-week Group

Wellbeing Webinars

Local Online Meet-Up Groups

Autistic Parents' Space

Online Peer Support Forum

Art & Craft Group

One-to-one support

Counselling

Autistic Students' Space

Training for Professionals

Workshops for Allies

Consultancy

In-house Training

Presentations & Info Sessions

Research Partnerships

### Training

Specialist training and consultancy delivered by autistic professionals and informed by lived experience

### SWAN Places

Monthly in-person groups in locations across Scotland, facilitated by autistic volunteers

Local Walking Groups

Dundee  
Fife  
Local Glasgow: Bridgeton  
Glasgow: Queen's Park  
Oban  
Stirling

Local Meet-Up Groups

Aberdeen  
Dumfries  
Dundee  
East Lothian  
Edinburgh  
Falkirk  
Fife  
Glasgow: Bridgeton  
Glasgow: Queen's Park  
Glasgow: West End  
Inverness  
Lanarkshire  
Moray\*  
Rural Stirlingshire\*  
Shetland\*  
Stirling  
West Lothian  
Western Isles\*

\*meets online

Newsletter

Social Media

Website

Email info & support

Core services for information and enquiries

### Digital

SWAN welcomes all women and non-binary people, over 18 and living in Scotland, who identify as autistic. Visit our website for more information on all our groups and how to get involved.

[swanscotland.org](https://swanscotland.org)  
[info@swanscotland.org](mailto:info@swanscotland.org)