



SEAS Programme Manager South East Autism Support Programme Kent and Medway



Job Description

Post:	SEAS Programme Manager
Reporting to:	Groups Manager
Hours:	37 hours per week
Area:	Kent & Medway
Location:	Hybrid (Some home-working with travel across Kent and Medway)
Office-Base:	Swanley
Salary:	£35,882.60 per annum

Fixed term contract until 31st March 2027, with possibility of extension.

Summary

The SEAS Programme Manager is responsible for coordinating both one-to-one and group support for autistic adults as part of the South East Autism Support (SEAS) Programme. Working across Kent and Medway, you will support staff and volunteers to excel in their roles through facilitating the operational and strategic progress of the programme. You will oversee triage of new members, implementation of outcome measures, report-writing, and stakeholder management.

About Advocacy for All

Advocacy for All is a locally rooted advocacy organisation with a strong history, which exists to give people a voice through one to one advocacy and self-advocacy groups. We believe that Bigger Voices = Better Lives.

Our approach is person-centred, empowering and rights-focussed. We place a strong value on supporting people to be as independent as possible. We believe that being fair, valuing diversity and involving people are extremely important.

Advocacy supports clients to express their views, assisting them in safeguarding their rights and ensuring that those who are particularly vulnerable or excluded have an opportunity to take forward issues that are of importance to them.

About the SEAS Programme

The SEAS Programme is built on the principles of self-advocacy. Our role is to support autistic adults to develop their confidence, understand their rights, and speak up for themselves, particularly in relation to their health and wellbeing. We do not offer advice or speak on behalf of individuals. Instead, we create safe, supportive spaces where people can access information, explore options, and connect with others who share similar experiences.

We are committed to working in a person-centred and collaborative way. Everything we offer is shaped with, not just for, the people who use our services. We aim to support a strong sense of autistic identity and community among our Members (the individuals who take part in our groups and one-to-one work.)

The programme is currently made up of two core projects: All Together Autistic and the Touch Base Project. After a recent pause in funding, we are in the process of rebuilding and growing the service, working closely with Members and commissioners to make sure it meets real needs.

All Together Autistic (ATA)

ATA offers a range of in-person groups across Kent and Medway, as well as a large variety of online special interest-led Zoom groups. In each area, Members can choose from a social group and an activity-focussed group. The exact nature of each area's groups is planned dynamically with local Members, responding to their interests and needs.

The Touch Base Project (TB)

TB offers 6 weeks of one-to-one self-advocacy for Members who are struggling with their mental health and feel that they need additional support. We work with Members to develop SMART goals and to build confidence to achieve these targets. Our work is not about doing things for people or telling them what to do, it is about supporting them to understand their rights, responsibilities, and options. Together we aim to help Members make lasting change happen for themselves.

Geographical Responsibilities

This service covers the whole of Kent and Medway. Advocate staff will have primary responsibility for one particular region. As Programme Manager, regular travel within these areas is required to support staff, Members and to provide cover to deliver services. Occasional travel outside this region may also be needed to attend meetings and conferences.

You will be responsible for ensuring that the service offer is maintained at a high standard in all areas, as well as providing parity for Members regardless of their postcode.

Our goal is to run at least two monthly groups in each of the 14 boroughs of Kent and Medway by March 2026. Travel expenses, beyond the equivalent return trip to your base office in Swanley, will be reimbursed.

Main Duties and Responsibilities

As SEAS Programme Manager, your role will be varied and people-focused. While no two days are the same, your responsibilities will broadly fall into the following areas:

Strategic Development and Planning

- Work with the team and senior leadership to identify opportunities for service development and strategic growth.
- Use data and Member feedback to shape the future of the programme.
- Contribute to funding applications and the identification of service gaps.

Oversight of Programme Delivery

- Ensure that peer support groups are properly staffed and are advertised to members in a timely fashion.
- Support Advocates to maintain one-to-one caseloads, allocating cases based on geography, skillset, and Member preference.
- Provide cover in the case of staff/volunteer absence so routine can be maintained.
- Keep effective records of key performance indicators and feedback from Members.

Risk Management and Policy Implementation

- Complete introductory/triage calls with prospective Members, to ensure eligibility and to establish a pathway through the programme.
- Act in line with safeguarding policy, providing support/guidance to staff and escalating concerns quickly and effectively.
- Contribute to organisational and regional development of support for autistic adults.

Staff and Volunteer Management

- Provide line management for the SEAS team, including 3 Advocates and up to 6 Peer Supporters (paid and volunteer), through regular supervision.
- Schedule and run monthly team meetings.
- Contribute to the recruitment of new staff and volunteers, as necessary.

Reporting and Stakeholder Management

- Act as primary contact point for the SEAS Programme for both Members and professionals.
- Ensure routine outcome measures are kept and monitored.
- Compile regular reports for commissioners, the AfA board, and other stakeholders.
- Attend local meetings and conferences, representing AfA and the SEAS Programme.
- Manage programme budgets, in collaboration with our Finance team.

Person Specification

Suitability for the role will be assessed through C.V., cover letter, and at interview against the following criteria:

Essential Requirements

Desirable Requirements

Qualifications and Training

- A relevant Level 4 qualification (e.g. Certificate of Higher Education, HNC, Foundation Degree, or equivalent)
- Willingness to undertake training and continuing professional development
- A full, clean UK driving licence and insurance covering business use
- *A directly relevant Level 5 qualification or higher (e.g. Undergraduate degree or professional qualification)*

Knowledge and Experience

- At least three years' experience working as an advocate or with autistic adults in a professional context
- Strong understanding of the needs of independent autistic adults, including relevant workplace adjustments
- Awareness of data protection, GDPR, and information sharing responsibilities
- Awareness and commitment to equal opportunities and inclusive practice
- Awareness of adult safeguarding procedures
- Experience of working independently or in a lone-working context
- Experience of managing administrative tasks and maintaining accurate records
- Experience of supporting or supervising staff and volunteers
- *At least one year's experience delivering advocacy specifically with autistic adults*
- *Personal experience of autism (your own or through a close family member or friend)*

Skills and Abilities

- Ability to communicate effectively and sensitively with autistic adults
- A person-centred, non-judgemental approach
- Strong initiative and problem-solving skills
- Ability to manage your own workload, meet deadlines, and prioritise tasks
- Confident using Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Confident using online platforms such as Zoom, WhatsApp, and Discord
- Ability to build and maintain positive relationships with external organisations and professionals
- Adaptable, open to learning, and able to respond to changing needs

- Ability to produce high-quality newsletters, e-bulletins, or other promotional materials
- Willingness to work flexibly, including some evenings and weekends
- Ability to travel freely across Kent and Medway
- Commitment to representing Advocacy for All's values and promoting its work

Communication and Engagement

- Excellent verbal and written communication skills
- Ability to respond to enquiries in a professional and approachable manner
- Calm under pressure, with strong interpersonal skills
- Familiarity with online communication tools and virtual group facilitation
- Awareness of person-centred working and co-production
- Commitment to innovation and exploring new technologies to engage Members
- Experience of networking and building collaborative relationships with external partners
- *Understanding of how to use social media and digital tools to promote community engagement*

Please note: This role is only open to applicants who already have the right to work in the UK. We are unable to offer sponsorship or assist with visa applications.

This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

To apply, please send your C.V. and a cover letter to Recruitment@advocacyforall.org.uk by no later than 5pm on Friday 24th October 2025.

Interviews will be held in the week commencing 3rd November 2025.

Please indicate any problems with availability or requests for reasonable adjustments in your application email and/or cover letter.