

Casual Facilitators

Job Description and Specification

Location:	Woking, Surrey
Contract Type:	Casual
Hours per week:	Casual
Salary Range:	£13 per hour
Reports to:	AP or SIP Manager

About Appeer

At APPEER, we are dedicated to supporting autistic girls and women, as well as the people around them — families, carers, and professionals. As a not-for-profit community interest company, we provide Alternative Provision specifically designed for autistic girls, teens, and women, offering groups, workshops, events, and resources that focus on empowerment, understanding, and connection. We also support parents and carers through a holistic peer support network, recognising that strong families help autistic girls and women thrive.

Find out more about us here: www.appeer.org.uk

Role Overview

We are looking for enthusiastic and passionate Casual Facilitators to join our team and help deliver our Alternative Provision and Social Interest Programmes. This is a flexible, hands-on role where you will make a real difference by creating fun, engaging, and supportive experiences for the girls, teens, women, and families we work with. As a lived-experience organisation, we deeply value the perspectives and contributions of those with lived experience, and we actively encourage applications from candidates of all backgrounds and identities.

We are especially interested in applications from individuals with skills in cooking, arts and crafts, music, or ICT, who are passionate about helping us deliver the wide range of opportunities and experiences we offer to our participants. As a Casual Facilitator, you'll help participants develop confidence, explore new skills, and build meaningful connections – all while enjoying the flexibility to choose which sessions you can commit to each month.

Key Responsibilities of the Role:

Programme Engagement

- Support the organisation in delivering interactive sessions, workshops, and activities that align with our impact measures
- Create a positive, inclusive, and welcoming environment for all participants.
- Adapt activities to meet the diverse needs and abilities of learners.
- Monitor and report on progress and provide feedback to the programme team.
- Ensure compliant with providing a safe and supportive space for everyone.

Administration & Reporting

- Maintain knowledge of Appeer policies by attending staff training and regular review of online policies.
- Ensure compliant with regulations and organisational policies.

Role Offer Contingency

Please note that any offer of employment for this position is conditional and will not be considered final until all relevant pre-employment checks, including an appropriate Standard/ Enhanced DBS check and compliance with legal requirements, have been completed. This is in line with the organisation's Safer Recruitment Policy and its obligations to safeguarding children, young people, and vulnerable adults.

All of our policies are available on our website for reference. <https://www.appeer.org.uk/policies>

Person Specification, Skills and Experience	Desired	Essential
Experience working with young people, women, or community groups	ü	
Strong communication and interpersonal skills		ü
Ability to facilitate engaging and interactive session		ü
Flexibility and adaptability to work on a casual/on-call basis		ü

Application Guidance and Process

Application Deadline:

Applications must be submitted by **23rd October at 5:00 pm.**

How to Apply:

Please complete the Application Form and return it to HR@Appeer.org.uk

Interviews:

Interviews are scheduled for w/c 26th October. Applicants should be flexible that week if shortlisted.

Support and Advice

General Enquiries Phone: 07861 696542 Email: hello@appeer.org.uk

Registered Office: The Maybury Centre, Board School Road, Woking GU21 5HD

[appeer.org.uk](https://www.appeer.org.uk)

Company No: 12271361 VAT No: 443494482



If you have any questions, please don't hesitate to get in touch — we will be happy to assist you. You can contact us at HR@appeer.org.uk, or reach out to our Operations Administrator, **Sarah Nolan**, on **07307 470 642** for guidance and support.

Proud Inclusive Employer

We are committed to ensuring that all applicants, including those with disabilities, are supported throughout the recruitment process. Reasonable adjustments will be made where required to enable everyone to perform at their best. Please let us know if you require adjustments or accommodations during any part of the process.

EMPLOYMENT APPLICATION FORM

Information for Applicants:

Please complete this form in black ink or type in the spaces provided. If you need more space, please continue on an additional page.

Please return completed form by email to our recruitment team at HR@appeer.org.uk

Post Applied For:	
Job Title	

Personal Details			
Title:		Known as	
First Name(s)		Surname	
If you have previously been known by another name, please specify:			
Address			
Note: Please only include numbers or addresses that you are happy for us to use.			
Contact Details			
Phone Number:			
Mobile Number (if different):			
Email Address:			
National Insurance Number			
Date of Birth:			
Rights to work in the UK			
Do you currently have the right to work in the UK? YES ☐ NO ☐			

If no, please give us any relevant detail below:

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Education and Qualifications:

Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University)	Dates Attended (most recent first)		Courses/Subjects Taken and Examinations Results or Award
	From (MM/YY)	To (MM/YY)	

Training or Professional Development:

Please give details of training or professional development you have completed.

Course Title	Course Provider	Dates Attended (most recent first)		Award (if any)
		From (MM/YY)	To (MM/YY)	

Employment History

Please give details of your previous employment, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are invited to interview. Please use a continuation sheet if necessary.

Employer Name and Address	Position	Dates from (M/Y)	Date to (M/Y)	Salary	Reason for Leaving

Q1. Please describe how your professional experience, personal experiences, or lived experience make you a strong candidate for this role.

You may wish to refer to the person specification and job description to highlight the skills, qualities, and experiences that make you well-suited to support our participants.

Q2. Why do you want to work with APPEER and what excites you about the role?

Q3. Please tell us about any other skills or expertise you have that would support your work with APPEER

Q4. Please provide details of your expected availability. When would you be able to start in this role, and what pattern of work or sessions would you prefer to commit to (e.g., weekdays, monthly sessions, or specific times)?

Potential Start Date			
Weekday (Term Time)	Mon ☐	Tue ☐	Wed ☐
Monthly (Sundays)	AM ☐	PM ☐	
Half Term	Weekday ☐ Weekends ☐		
Any other relevant information (Specific non available dates/ times)			

Q5. Do you have any medical conditions, disabilities, or support needs that may require reasonable adjustments to help you carry out this role?

Safeguarding and Safe Recruitment

Please ensure you read and understand the following information prior to submitting your application.

APPEER Community Interest Company is fully committed to safeguarding the welfare of all participants in its activities. Due to the nature of our work with young people and families, all staff and volunteers are required to comply with our safeguarding policies to ensure a safe and supportive environment.

All candidates offered employment or volunteer positions must complete a Standard or Enhanced Disclosure and Barring Service (DBS) check, depending on their level of contact with children or vulnerable adults. It is a criminal offence for individuals who are barred from working with children or vulnerable adults to undertake such roles.

IMPORTANT INFORMATION:

- This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Orders.
- You must declare any spent or unspent convictions, cautions, warnings, bind-overs, as well as pending criminal proceedings or ongoing investigations.
- Having a criminal record does not automatically prevent appointment; relevance to the role will be considered.
- Failure to declare relevant information may result in withdrawal of the offer or dismissal.

For further guidance on filtering rules for convictions, see the DBS website: [Filtering rules](#).

Criminal Offence Declaration

I confirm that I do not have any criminal convictions, cautions, warnings, bind-overs, or pending criminal proceedings to declare.

☐

I confirm that I have criminal convictions, cautions, warnings, bind-overs, or pending proceedings

☐

If you have any criminal convictions, cautions, warnings, bind-overs, or pending proceedings, please provide full details below. Include the nature of the offence, the date, and any outcome or sentence.

I confirm that the information I have provided above is complete and accurate to the best of my knowledge.		☐	
Date of Declaration:			
Applicant Signature:			
DBS Declaration			
I understand that if offered a role with APPEER, I will be required to undergo a Standard or Enhanced DBS check.			
By signing this declaration I confirm that:			
- I understand it is a criminal offence for barred individuals to work with children or vulnerable adults. - I will provide full and accurate information to support the DBS check. - I understand that failure to disclose relevant information or providing false information may result in withdrawal of an offer or termination of employment/volunteering.			
Date of declaration			
Applicant signature			
Please provide information if you are registered with the DBS update service			
DBS Registration Number		Renewal Date	
Level of check obtained at point of registration?		STANDARD ☐ ENHANCED ☐	
Type of workforce	CHILDREN ☐ ADULT ☐ OTHER ☐		

Declaration of Relationships:	
Are you related to, or have a personal or professional relationship with, any member of staff at Appeer Community Interest Company?	YES ☐ NO ☐
If YES, please provide below their name and role, and state your relationship:	

Recruitment and Personal Data Collection

Recruitment and Personal Data

The personal information collected in this form will be used exclusively for recruitment and selection purposes related to the role you have applied for. Application forms from unsuccessful candidates will be retained for six months, after which they will be securely destroyed in accordance with our data control and retention policy.

We process and store your information in line with the Data Protection Act 2018 (UK GDPR).

For details on how your data is used and your rights, please see APPEER's GDPR Policy and Data Privacy Statement at www.appeer.org.uk.

If you need to contact the Data Controller, please email DPO@appeer.org.uk

Contact Regarding Other Positions

If you are not successful but we identify another suitable position during the retention period, we may contact you. Please indicate your consent below:

I agree to my information being used for this purpose	☐
I do not agree to my information being used for this purpose	☐

Accommodations for shortlisting

As a Disability Confident employer, we welcome applications from disabled individuals. To ensure the recruitment process is fair, please let us know if there are any specific accommodations we can provide during the shortlisting stage:

Applicant Declaration

Please sign to confirm your agreement to the following statements:

- I confirm that the information provided on this form is accurate to the best of my knowledge.
- I understand that submitting false or misleading information constitutes an offence that may result in the rejection of my application. Should I be offered employment, it may lead to disciplinary measures, including termination. Furthermore, such actions could result in a referral to law enforcement authorities.
- I acknowledge my obligation to notify the appropriate Appeer Community Interest Company parties of any changes to this declaration during my employment.
- I am aware that my application form will be retained for six months or, in the event of a successful application, transferred to my personnel file.
- I consent to the personal data utilised for recruitment and selection purposes.

Signature of Applicant		Date	
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Thank you for applying for a position at APPEER CIC. We will contact you within 10 days of the closing date to inform you of the outcome of your application.

Please ensure your application pack is complete and sent to our recruitment team at HR@appeer.org.uk before the deadline. If you require any support please contact our Operations Administrator at Sarah@appeer.org.uk, who will be happy to assist you.

EQUALITY, DIVERSITY & INCLUSION MONITORING FORM 2026

Participation is not required, but your responses will help us fulfil our legal obligations under the Equality Act 2010 and support our goals of creating a diverse and inclusive community, in line with our Equality, Inclusion and Diversity Policy. The analysis of this data will be used internally and may be shared. [Please click here](#) to complete.