

Job Title:	Parent Carer Facilitator
Reporting to:	Parent Programme Manager
Location:	Woking and surrounding areas
Contract:	1 Sunday per month (9:30-4:30pm (6 hours) possibility of more hours on other days.
Salary:	£13.20ph

About Appeer

Appeer is a not-for-profit community interest company based in Surrey. We support autistic girls and women, as well as those around them – including families and professionals – through online and in-person social interest groups, programmes, events and resources. As part of our holistic peer support offer, we also extend tailored support to parents and carers.

About the Role

We are excited to announce that we are recruiting a Parent/Carer Facilitator to support our Social Interest Programme one Sunday per month and join our diverse and vibrant team in Woking.

Parent/Carer Facilitators play a vital role in providing practical guidance, emotional support, and opportunities for peer connection to parents and carers attending Appeer sessions. You will help create a welcoming environment by setting up refreshments, resources, and information, while being available throughout the session to offer support, signposting, and advice.

Your role will ensure that parents and carers feel comfortable, connected, and supported as part of the wider Appeer community.

Duties and Responsibilities

- Provide appropriate and practical guidance and support to parents/carers attending Appeer sessions and facilitate meaningful connections between them.
- Ensure all support given is sensitive, strengths-based, aligned with Appeer's values and preferred language, and reflects an understanding of how autism may be experienced by girls, women, and those born female who may identify otherwise.
- Build positive rapport with parents/carers of autistic girls and teens who attend Appeer groups or sessions, ensuring their welfare and safety within the sessions.
- Set up and tidy the parent/carer room(s) at venues before and after sessions, ensuring spaces are left in the same condition as found.

- Manage refreshments: purchase, set up, maintain and replenish supplies (tea, coffee, milk, biscuits, hot chocolate, etc.) and ensure safe access (cords, hot water, kitchen safety). Refreshment costs can be claimed via expenses.
- Manage and display Appeer's reference library (books, leaflets, resources) during sessions, ensuring materials are well-maintained and appropriately labelled.
- Promote Appeer programmes to parents and carers (e.g. TEX or AP Programme) where appropriate.
- Curate and display additional relevant resources (books, leaflets) for parents/carers.
- Ensure parents/carers are aware of, and adhere to, Appeer's Parent/Carer Guidelines and Community Charter during sessions.
- Set up and take down Appeer signage, safeguarding information, and certificates at each venue, ensuring visibility during sessions.
- Set up and take down the outdoor A-frame sign for weekday groups.
- Support the organisation and hosting of guest speakers (autistic adults and/or professionals) at sessions when required.
- Attend team meetings, ad-hoc meetings, and supervision with managers or the CEO when requested.
- Contribute to planning future sessions, developing the Parent/Carer Programme, and providing updates on sessions with the Engagement Manager.
- Keep records of hours worked on Appeer timesheets and, if self-employed, submit invoices monthly.
- Adhere to Appeer's Safeguarding Policy and promptly report any concerns to the Safeguarding Lead or Deputy.
- Positively promote and comply with Appeer's Diversity, Equality & Inclusion Policy and Health & Safety Policy.
- Undertake relevant training and participate in supervision and appraisal processes.
- Work flexibly (including occasional evenings and weekends) to meet the needs of the service.
- Carry out any other reasonable duties as required.

Key Duties:

- Facilitate supportive parent/carers groups, promoting Appeer's values and community charter.
- Set up and manage session spaces, refreshments, signage, and resources (books/leaflets).
- Build positive rapport with families, ensuring welfare and safety.
- Promote Appeer programmes and share information on relevant services.
- Assist with guest speakers, planning sessions, and resource development.
- Maintain accurate records, follow safeguarding procedures, and attend training/meetings.
- Work flexibly, including occasional evenings/weekends.

Person Specification:

- Experience of parenting/caring for an autistic person **or** relevant professional background.
- Strong knowledge of autism, especially as experienced by girls/women and those born female who identify otherwise.
- Understanding of local services, safeguarding, child development, and family challenges.
- Good communication, empathy, and facilitation skills.
- Ability to work independently and in a team, with basic IT competence.
- Flexible, open to supervision and training.

Closing date for applications

29th September 2025 at 5pm

Please contact our administrator, Sarah Nolan at sarah@appeer.org.uk to receive an application pack.