



AUTISM & NEURODIVERSITY

THINKING DIFFERENTLY

RECRUITMENT PACK

Minibus Driver

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About Autism and Neurodiversity North Scotland

At [Autism and Neurodiversity North Scotland](#) (A-ND), we strive for a world of fulfilling and happy lives for those who think differently.

We are a key provider of autism and neurodiverse specific support throughout the north of Scotland, and work hard to create opportunities for autistic and neurodivergent people, their families, and networks, to realise their full potential and transform the world we live in.

We are committed to ensuring the right support for each child, young person and adult is created by providing the practical and emotional care and support they need, where and when they need it.



As of December 2023, we have a growing staff team, with a total of 56 employees, 5 active volunteers who offer their skill sets and give their time regularly (weekly or monthly), and over 50 'one off' project volunteers. Our Head Quarters and registered offices are based in Aberdeen, and we have an office base in Fochabers, Moray.

We currently support over 600 individuals through our growing online support groups and have provided Neurodiversity Awareness Training to 165 individuals in the last year, from a mixture of public and private sector organisations, including NHS Grampian, Aker Solutions, Hub West Scotland and Stork.

We provide direct support to over 150 individuals, both children and adults, and their families through the following projects and services –

- ∞ [Aberdeen Playscheme](#) for 4 to 18-year-olds
- ∞ [Employability Service](#) (Aberdeen)
- ∞ [Keep the Promise](#) Pilot Project (Aberdeen & Aberdeenshire)
- ∞ [Learning Pathways Plus](#) Support in schools (Aberdeenshire)
- ∞ [Binky the Sensory Bus](#) (Aberdeenshire)
- ∞ [Support Groups](#) (Aberdeen, Aberdeenshire)
- ∞ [Outreach](#) Support Service (Aberdeen, Aberdeenshire & Moray)
- ∞ [Pilot Counselling Service](#) (Moray)

We continue to develop and expand our services due to continuous demand and ever-growing need, and to ensure we are leaders in autism and neurodiverse specific support throughout north Scotland.



We are excited to be bringing our services into the Highlands for the first time early 2024, helping us progress towards our goal of directly supporting 500 individuals and their families by 2027, as set out in our [5-year Strategic Plan](#).

A-ND Strategic Objectives

Our 4 key Strategic Objectives at A-ND are **WISE**;

Whole Person: "we will provide opportunities to autistic & neurodivergent people to support them have a fulfilled & happy life".

Influencing: "we will ensure the rights of autistic & neurodivergent people & their loved ones are understood, upheld & respected".

Society, Community & Family: "we will offer opportunities to the wider society, local communities & to loved ones of autistic & neurodivergent people to support them have a fulfilled & happy life".

Employability: "we will provide opportunities to autistic & neurodivergent people to support them meet their unique & individual potential".

To help us realise our WISE objectives, we require Resources - **WISER**.

A-ND Values

WE ARE INNOVATORS - We are not afraid to try new ideas or approaches. We welcome change and creativity.

WE ARE HUMAN RIGHTS LED - We will protect and honour the human rights of all people. Treating all with respect, dignity and compassion.

WE ARE THOUGHT LEADERS - We are ideas people. We nurture the skills, knowledge and ideas of our staff, families, fellow professionals and most importantly those we support to help inform, develop and improve our practice.

WE VALUE RELATIONSHIPS - We are person centred in our approach. Relationships are key to what we do.

WE ARE INFLUENCERS - We influence policy and procedure to improve access to support and services, including education and jobs. We strive to build awareness and understanding about our organisation, autism and neurodiversity.



WE ARE PASSIONATE - We believe every child, young person and adult has the potential to shine bright. We believe magic can be created every day.

Working with Autism and Neurodiversity North Scotland



A-ND are a proud Real Living Wage and Disability Confident Committed Employer, who promote and strive for diversity and inclusion throughout the organisation, at all levels and roles.

A-ND believes on recruiting the best people, based on values, competency, and behaviours. Based on theory, A-ND uses The Four Stages of Contribution Model Assessment in our approach to recruitment, probation assessment, appraisals and salary reviews. (Drs, Gene Dalton & Paul Thomson) [Korn-Ferry-Institute-The-Four-Stages.pdf](https://www.kornferry.com/resources/the-four-stages-of-contribution-model-assessment) ([kornferry.com](https://www.kornferry.com))

At A-ND, we continually develop our practice, approach, and services to meet the needs of the people we support, their families and wider networks, utilising individual staff abilities, skills, strengths, and interests.

We support staff to continually develop and grow based on their individual and collective strengths, interests and learning styles. This starts at the beginning of staff onboarding with us, identifying through the interview process, unique learning styles and approaches that work to support individuals bring their best and full 'self' to work.

By continuing to develop our approach and services, we strive to ensure we create a respectful, safe and secure environment, aligned with [our values](#), that creates opportunity for our people to develop, grow and thrive.

Fair Work First

A-ND are fully committed to the Scottish Government's approach and policy for driving good quality and work in Scotland, [Fair Work First](#).

Effective Voice

Our culture, supported by our practice, policies and procedures, ensure our staff have a voice at work. We provide staff with regular support and supervision, monthly reflective practice sessions, team and organisational meetings to encourage and ensure the voice, views and experiences of



our staff inform and shape the decisions made and actions taken at both service and organisation level.

Our staff are invited to quarterly 'Have Your Say' sessions with our CEO, informing wider organisational and strategic decisions and plans, feeding into our quarterly Board meetings and strategic direction and planning.

Respect

We respect, value and promote diversity and inclusion in everything we do. We appreciate that people who have good intentions do make mistakes – in the middle of mis & take, there is learning.

We work hard every day to ensure human rights are respected and upheld, regardless of role or involvement with A-ND, whether staff, someone we support or an external partner.

Our culture, environment and policies and procedures promote and ensure a human rights led approach from Whistleblowing and Safer Recruitment to Support and Supervision and Managing Absence and Wellbeing. Our practices support wellbeing, accountability and health and safety for all throughout and involved with A-ND.

Living our values through our everyday actions and practice, our Leadership Team are highly skilled and have extensive knowledge in autism and neurodiversity, the health and social care and third sector, enabling them to effectively support, mentor and coach our staff teams.

We are a fully transparent organisation & hold one another accountable for our everyday actions and behaviours. We recognise the Union.

Security

At A-ND we value our people and do all we can to provide maximum security to our staff through our pay, benefits & conditions. All our staff have clear and transparent employment contracts in place that promote flexibility, wellbeing and work life balance.

We ensure and provide a clear & transparent hourly rate or salary process and system for all our staff, with clearly defined requirements and criteria for each role and level within A-ND, reviewed annually by our Senior Leadership Team and Board of Trustees. We have provided all roles (with exception of senior management), a 10% pay increase in 2022, 2023 and a 9.1% increase confirmed for all roles as of January 2024.



When applying for funding or tender bids, A-ND commits to ensuring we request the best possible and secure terms and rates of pay for staff positions and roles required to provide the highest quality projects and services our community need and deserve.

Wherever we can, A-ND avoid offering zero-hour contracts and commit to ensuring we are transparent and open in our rates of pay, terms and conditions offered in recruitment and roles offered.

A-ND are committed to developing and working towards innovative ways to ensure fair work, notwithstanding commissioning, funding and budget constraints wherever possible.

Opportunity

We respect human rights and do not insist that our people disclose disabilities, neurological differences or lived experience. Our staff collaborate and identify their unique learning style, strengths and any barriers should they chose at interview, with individual adjustments and supports required to support them be the best they can in their roles.

Through self-disclosure, we do know a minimum of over 30% of our staff team self-identify as having a disability, neurological difference or lived experience. We strive to create the best possible conditions and make required adaptations for all to thrive, regardless of diversity and unique abilities.

At A-ND we provide a variety of progression possibilities for staff to develop through formal and informal qualifications and training internally and externally, such as SVQ's, train the trainer and continuous development opportunities with our partners at Safe Crisis Management (SCM), Triangle Consulting, SensationALL, Inspiring Scotland, Aberlour Childcare Trust and Scottish Autism to name but a few.

We have an extensive internal induction and training program at A-ND, with a minimum of 10 days training offered equally to paid staff and volunteers, irrespective of role or position every year.

We follow a fair and safe recruitment process in our approach to recruitment and selection process for both paid staff and volunteers.

Fulfilment

We work with the people we support, our staff, partners and stakeholders to design and create roles specific to projects and services we recruit for. All vacancies are advertised internally and externally to support and encourage our staff team to apply for further development opportunities.



We strongly encourage staff to take responsibility and be accountable in making the right decisions for them individually and collectively within their roles for their professional development.

We ensure we have clear and transparent Objective and Key Results (OKR's) set and communicated throughout A-ND, aligning with our organisational values, strategic pillars and that are filtered down from our Board of Trustees, CEO and Senior Management Team to our Leadership and Operational and Business Support teams. We believe that we all play an essential part individually and collectively in making and creating magic each and every day.

We foster a learning culture of "Mis-takes" rather than mistakes to ensure we capture any learning, transferring our learning into our practice.

We have flexible working approaches, outlined in our Flexible Working Policy, and enhanced annual leave of 36 days per annum (pro-rata) as a key benefit for all our staff, ensuring appropriate rest breaks to aid, promote and support effective self-care, a healthy work-life balance, and positive health and wellbeing.

About Our Playscheme/ Afterschool Service

Our playscheme environment has been uniquely designed, in collaboration with our children & families, to meet the individual & sensory needs of autistic & neurodivergent children & young people from ages 4 to 18 years.

We are open between 7am & 8pm, 7 days per week, 365 days per year. Currently our Playscheme operates on a Saturday and Sunday from 9.30am – 3.30pm. As of January 2024, we will launch our After School provision from 3pm – 8pm weekdays. Throughout 2024 we are looking to expand our services to include Breakfast Club, Holiday Club and Stay and Play sessions.

Our trained, skilled & dedicated staff team offer a wide range of indoor & outdoor activities, focusing on having fun, while developing physical health, living skills & self care, wellbeing & self-esteem, supporting sensory differences, communication, social skills & relationships.



Minibus Driver Job Specification

Registered Scottish Charity No: SC0074214

- HOURS:** Hours available between 2pm & 4pm Monday to Friday for our Afterschool Club and from 8.30am – 4.30pm at the weekends for Playscheme. Additional hours may be available during holiday periods. This is currently on a sessional contract.
- BASE:** 33-35 Carnie Drive, Aberdeen, AB25 3AN
- RESPONSIBLE TO:** Team Leader/ Regional Manager
- SALARY:** £12 per hour
- CLOSING DATE:** Noon on Friday 23rd February 2024
- INTERVIEW DATE:** Monday 4th of March 2024
- HOW TO APPLY:** Submit CV with covering letter, detailing how you are the right person for this role & fit the essential & desired criteria to jobs@a-nd.org.uk

General Purpose

To drive A-ND's minibus, transporting people we support and staff from School to our facilities at Carnie Drive (if afterschool club). There may be sometimes where we need to pick up and drop off the children at their home address which is being available during the playscheme day for driving to and from activities. The driver is responsible for the condition of the minibus and the safety of all the passengers.

Main Duties and Responsibilities

- ∞ To safely drive our minibus to and from planned locations.
- ∞ To carry out regular safety and maintenance checks of the minibus, reporting any faults, repairs or concerns to the team leaders in a timely manor.



- ∞ To keep accurate records required for the operational running and maintenance of the bus.
- ∞ To ensure standards of confidentiality are maintained at all times in line with A-ND policy and procedures.
- ∞ To work in a flexible manner.
- ∞ To work positively and effectively with other members of the team & liaise effectively with agencies, colleagues, stakeholders and partners.
- ∞ To keep the minibus clean, tidy and to a high standard. The driver must ensure there is enough fuel for the following day, (never less than a 1/2 tank of fuel).
- ∞ To know the location of the fire extinguisher and first aid box.
- ∞ To check the contents of the first aid box and keep stock replenished.
- ∞ To ensure emergency exits and gangways are kept clear.
- ∞ To ensure all passengers wear seat belts.
- ∞ To keep to Highway code when driving the vehicle

Person Specification

<p>Knowledge & Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> ∞ Drivers must be between the age of 25 and 70 for insurance purposes. ∞ Drivers must have held a valid driver’s licence for a minimum of a two-year consecutive period and be a holder of a current PCV, category D, category D1 licence or hold a valid MidDAS Certificate <p>Desirable</p> <ul style="list-style-type: none"> • Experience & understanding of autism (personal or professional)
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Competency	Behaviour
Learning Disposition	<ul style="list-style-type: none"> ∞ Learns from experience. ∞ Values and pursues on-the-job learning activities.
Organisational Savvy	<ul style="list-style-type: none"> ∞ Works within organisational culture ∞ Understands and manages sources of power, information, and influence to accomplish work.
Technical / Functional Expertise	<ul style="list-style-type: none"> ∞ Demonstrates technical knowledge. ∞ Learns/grows in technical/function areas
Planning & Organising	<ul style="list-style-type: none"> ∞ Prioritizes ∞ Manages time and resources efficiently
Strategic Alignment	<ul style="list-style-type: none"> ∞ Works in a way that supports organisational goals. ∞ Views work from a "big picture" perspective
Develops Capability	<ul style="list-style-type: none"> ∞ Seeks and provides feedback. ∞ Develops self and others.
Valuing Diversity	<ul style="list-style-type: none"> ∞ Utilizes different perspectives. ∞ Respects others' differences
Influencing	<ul style="list-style-type: none"> ∞ Effectively persuades others in the organisation. ∞ Builds influence through credibility.
Relationship Building	<ul style="list-style-type: none"> ∞ Networking capabilities ∞ Builds trust
Business Acumen	<ul style="list-style-type: none"> ∞ Understands organisation's value proposition. ∞ Keeps up with relevant developments.

A-ND operate an equality, diversity and inclusion policy and commit to treating all our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex,



gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

A-ND commit to offering neurodivergent applicants an automatic interview.

