

Bolton

Together



# IThrive Navigator Neurodiversity

## Recruitment Pack

# A Message from our CEO



We are proud to work in close partnership with other organisations to support children, young people and families to thrive in Bolton. We are delighted that you are considering being part of this mission and joining our dedicated team. At Bolton Together we invest in our staff and each team member is given the opportunity to influence what we do.

We are a flexible, responsive organisation, with induction and support in place for each new team member and ongoing support within the role. We look forward to receiving your application to be part of our team.

Good Luck!

## Bolton Together

Bolton Together is the consortium for the voluntary and community sector dedicated to children and young people in Bolton. We have 42 member organisations delivering a range of services to diverse families in Bolton. The main programmes that we deliver alongside IThrive and the IThrive Referral Hub are The Early Years Programme, and Youth Work programmes including the Holiday Activity and Food Programme in the school holidays. Our role is to secure and allocate the funding and facilitate our members partnership delivery.

# The Benefits of Working at Bolton Together

As the IThrive Programme Manager at Bolton Together, I've experienced the rewarding impact of our values-led charity focused on children, young people, and families. The IThrive Navigator role allows you to support families early on, coordinate care, and amplify children's voices. Join a collaborative team with the autonomy to shape services and enhance resources for neurodivergent children in Bolton.



**Marc Webber**

Starting my role as Mental Health Project Officer with Bolton Together has been such a positive experience. Working with the amazing team and our providers to provide support for families and young people lets you see how valuable the work is. The work is varied and provides opportunities to develop your interests and career with further training and projects. The IThrive Navigator role will be a great addition to the Hub providing the support for Neurodiverse children that is so needed at present, and making sure these young peoples voices are heard.



**Hollie English**

# **IThrive Navigator – Neurodiversity**

**Location:** Remote with regular travel into and work time in Bolton

**Salary:** £27,000 per annum

**Annual Leave:** 25 Days plus Bank Holidays

**Contract:** Full Time



## **About Us:**

At Bolton Together we work collaboratively with Bolton Voluntary, Community and Social Enterprises (VCSE) supporting children, young people and families. As a values-led charity, we work with our VCSE members to support families, young people and children, and amplify underrepresented voices. We're now looking for two **IThrive Navigators** to support children, young people, and families in Bolton by guiding them through neurodiversity pathways, particularly for autism and ADHD, connecting to early interventions and resources, while ensuring the child's voice is central to care and support.

## **The Role:**

This specialist role will strengthen the IThrive Hub's early intervention offer for children and young people (CYP) with neurodevelopmental needs, particularly Autism and ADHD. You will lead on coordinating resources, connecting families to the support available and contributing to Bolton's 'waiting well' offer for families. You will be a key contact for families as they begin their journey towards understand their child's needs and accessing support and/or assessment where required.

**Please email your CV and a covering letter, outlining your relevant experience with reference to the Person Specification by 25<sup>th</sup> August 2025 to [boltontgether@boltontgether.org.uk](mailto:boltontgether@boltontgether.org.uk)**

**Interviews expected w/c 8<sup>th</sup> September 2025.**

# IThrive Navigator - Neurodiversity - Job Description

## Job Title

IThrive Navigator - Neurodiversity

## Salary

£27,000 per annum

## Length of Contract

Permanent

## Hours of working

Full Time, 35 hours per week

## Reporting to

IThrive Programme Manager

## Base

A mix of homeworking and time in Bolton

## Job Purpose

This role will strengthen the iThrive Hub's early intervention offer for children and young people (CYP) with neurodevelopmental needs, particularly Autism and ADHD. You will lead on coordinating and developing resources, connecting families to the support available and contributing to Bolton's 'waiting well' offer for families. You will be a key contact for families as they begin their journey towards understanding their child's needs and accessing support and/or assessment where required. The role will also provide signposting to further information and available service provision for those who are curious about neurodiversity, as well as supporting young neurodivergent people and their families post-assessment with queries about service access and provision.



# Main Responsibilities

## 1. Family Navigation and Direct Support

- To provide advice, information and signposting to the young people and their families who contact the IThrive Hub.
- Act as a first point of contact for families exploring neurodiversity, including those considering or awaiting an autism/ADHD assessment.
- Facilitate structured conversations with families to understand needs and expectations and enable the voice of the child to shape next steps.
- Help families navigate pathways, services and resources – including contacts within education, health, and VCSE sector support.
- Signpost and refer to relevant support options, including new family support group sessions on topics such as sleep, emotional regulation, behaviour, communication, and parental wellbeing.
- To maintain strong links with the Parent Carer Forum.
- To be responsible for ensuring confidential information about individual CYP is appropriately shared with colleagues to support multidisciplinary involvement in care.

## 2. Resource Development & Sharing

- Streamline local ND resources, toolkits, and services for both families and practitioners alongside other partners.

- Design and manage a Padlet for professionals and website-based resources, ensuring ease of access and regular updates.
- Identify gaps in provision or content and co-produce new resources/interventions where needed, drawing on lived experience and best practice.

### **3. Voice of the Child and Assessment Support**

- Develop clear, practical guidance (with partners) on how the child's voice should be embedded in referral and assessment processes.
- Support schools and practitioners to meaningfully capture and integrate CYP views when planning support or completing profiling tools.

### **4. Adapting the Bolton Together 'Waiting Well' Model for Neurodiversity**

- Adapt Bolton Together's existing 'waiting well' model to meet the needs of families awaiting ND assessment or additional support.
- Promote early help strategies and psychoeducation as proactive steps families can take while waiting for or as an alternative to diagnostic services.?

### **5. Collaborative Approach**

- Build strong links with local schools, and support services including CAMHS, Woodbridge, educational psychology, and VCSE services.

- Feed into multi-agency forums to share insights, raise awareness of emerging needs, and contribute to service development.
- Share learning and link with regional ND networks and Greater Manchester's collective work around early help and profiling tools.

## **6. Supporting the iThrive Hub**

- Supporting the iThrive Hub as required, contributing to the effective coordination and delivery of services for children, young people, and families.
- Assisting with the triaging of referrals, conducting initial screenings and assessments to ensure that children, young people, and families are directed to the most appropriate service within the iThrive framework and the wider community and voluntary sector.
- Managing and updating the Lamplight database system to ensure that all records related to referrals and service users are accurate, complete, and up to date.
- Assisting in the management of referral inboxes and acting as a point of contact for individuals seeking information or clarification regarding the referral process.
- Using initiative and problem-solving skills to address any issues that arise with the database or referral-related queries.
- Responding to email enquiries related to the iThrive programme in a timely, professional, and informed manner.



## **7. Commitment to Equality & Diversity**

- Demonstrate a strong understanding of equality and diversity, actively promoting inclusive practices, and work to overcome barriers that may prevent individuals from accessing services. Ensure that all clients, regardless of background or identity, receive equitable and accessible support.

## **8. Other Responsibilities**

- To apply safeguarding and child protection procedures and to report as necessary.
- To attend Team Meetings, events and to undertake mandatory training.
- To keep accurate records and collate and analyse data for case management and evidencing of outputs and outcomes via the Lamplight Database.
- To contribute to monitoring and evaluation reports.
- To work flexibly with some potential evening and weekend work by prior agreement.
- To perform any other duties commensurate with these responsibilities, the grade of the post and skills and qualifications of the post-holder.

# Person Specification

## Person Specification

## Essential

## Desirable

Ability to engage confidently with parents, carers and families in a strengths-based way



Knowledge of autism, ADHD, sensory needs, and the challenges families face during assessment and support processes



Strong organisational skills and confidence creating and managing digital content (e.g. Padlets, webpages, resource guides)



Commitment to co-production, inclusion and embedding child voice in practice









Good verbal and written communication, with ability to translate complex information into accessible guidance



Commitment to equality, diversity, and removing barriers to service access.



# Person Specification

| Person Specification   | Essential | Desirable   |
|--|-----------|---|
| Ability of working collaboratively across agencies (health, education, VCSE)                   |           |    |
| Experience to work with children/young people with neurodevelopmental needs or SEND            |           |    |
| Understanding of the Early Help framework  |           |    |
| Familiarity with the THRIVE model, EHCP processes, or local SEND support pathways              |           |  |
| Lived experience as a parent/carer of a neurodivergent child or as a neurodivergent individual |           |  |
| Group facilitation experience with families or young people                                    |           |  |

**Additional Information:**

- This post will undergo enhanced DBS clearance.
- Regular supervision and development opportunities will be offered.
- The role will require some travel across Bolton.