



Freelance Trainers required

Autism Family Support Oxfordshire are looking for freelance trainers to join our team of trainers.

Position: Freelance Trainer

Location: Various venues across Oxfordshire available. To include Oxford, Didcot, Banbury, Bicester and Witney.

Pay rate: £780 per course.

Hours: Part time, various weekday mornings or evenings, with additional planning time.

Contract: Self-employed

We are looking for trainers to help us deliver courses for parent/carers who have a child on the autism spectrum. The courses include *All Things Autism* post diagnosis course, and *Challenging Behaviour and Autism*, commissioned by Oxford Health Foundation NHS Trust.

There will be approximately 19 courses on offer per annum, including 6 evening courses. All trainers will be provided with a programme of courses and have the choice to agree to deliver specific courses. It is expected that trainers agree to lead one or several courses, and will lead each course in its entirety.

Courses will run on various days, Monday to Friday, term time only. The majority of courses are held in mornings, plus six evening courses. Typically, a course is 6 weeks, consisting of a 2 ½ hour weekly session, plus additional planning and setup time.

We will provide the course content and instructions. Each trainer will shadow our current trainers and become familiar with the course content and format, before delivering a course.

To express an interest and apply: Please refer to the *Specification* document and submit a statement evidencing how you meet the specification and essential criteria. Your response should be no longer than three A4 sheets. Please submit your statement by email to Gita Lobo, Chief Executive Officer at gita@afso.org.uk

Closing date: We require applications by 9am on Tuesday 7th August 2018 for interviews due to be held on 23rd August 2018. We encourage early responses. Please note, the opportunity may remain open until we enrol suitable candidates.

Interview date: Interviews will be held on Thursday 23rd August 2018.

Commencement date: We intend to commence induction from 28th August 2018 onwards, by arrangement. Courses will be available for induction and shadowing from Thursday 6th September 2018 onwards.

For queries about the opportunity please contact: Gita Lobo, Chief Executive Officer, Autism Family Support Oxfordshire, Tel: 07929 379125 Email: gita@afso.org.uk

Specification

Service requested: Freelance Trainers

Background information

Autism Family Support Oxfordshire (AFSO) are nurturing, creative, and loud & proud about autism.

For over 40 years we have nurtured children and young adults on the autism spectrum and their families by offering advice and support, training, youth groups, holiday activities, peer support, opportunities to speak about experiences, a listening ear, and much more.

We currently support over 2,500 children and young adults across Oxfordshire and their families, and offer a range of support, despite being a small local charity.

Parent/carers are referred to us at the point of their child receiving a diagnosis of autism or on the autism spectrum, and we are there to support, nurture, and enable. We offer support and information via advice surgeries, on the phone and email, in support groups, and meetings, or just a listening ear. We enjoy introducing parents to each other and encouraging mutual support amongst parents.

We also offer training, including *All Things Autism*, *Challenging Behaviour and Autism*, *Managing Physically Challenging Behaviour*, *Social Skills*, *Sex & Relationships*, autism awareness, and bespoke training.

For young people we run 4 youth groups and holiday activities for young people with Asperger's Syndrome. Our activities provide opportunities for young people to just be themselves and explore the social stuff. We are always ready to encourage and enable friendships, trying new things, being inspired and inspiring others.

For more information about what we do please visit www.afso.org.uk

The role

All Things Autism is a course specifically for parents who have a child recently diagnosed by an Oxfordshire CAMHS service. The course has been developed by Oxfordshire CAMHS Oxford Health NHS Foundation Trust (OHFT), in partnership with AFSO and SENSS (Oxfordshire County Council).

The course aims to support parent/carers and increase their knowledge and understanding of their child's autism via useful information as well as practical suggestions. The 6-week course has speakers from relevant professions deliver topics which includes:

- Autism awareness.
- Sensory issues.
- Communication.
- Anxiety and other difficult feelings.
- Managing behaviour that challenges.
- School support, transitions, and living positively with autism.

In 2017 Oxford Health NHS Foundation Trust commissioned AFSO to manage the delivery of *All Things Autism*. The course has been hugely popular and additional courses are needed to meet the demand for places. We plan to run 15 courses per annum.

In addition, in 2019 we plan to run 4 of our *Challenging Behaviour and Autism* courses, two of which are commissioned by Oxford Health NHS Foundation Trust.

Course Trainer

As part of our team of trainers you will lead agreed courses, following a set standardised session plan and content.

You will be expected to assume a coordinator role, leading the running of the course, presenting some sessions, supporting speakers to deliver other sessions, and provide signposting and continuity of support throughout the course, as well as setting up and packing away.

There will be up to 19 courses available per annum, including 6 evening courses.

Courses will run on various days, Monday to Friday, term time only. The majority of courses are held in morning plus some evening courses. Each course is 6 weeks, consisting of one weekly 2 ½ hour session (or 2-hour session depending on the course). Additional time is required and provided for setting up, pack away and planning.

The morning courses will require you to be at the venue by 9am and conclude at approximately 1:30pm. The evening courses will require you to work at the venue site approx. 6pm until 10:30pm.

Plus, additional time may be offered for periodical evaluation, and development meetings, as agreed by the trainer and Chief Executive Officer. There will be an expectation that trainers contribute to the development of the group and the six-monthly evaluation and review meetings.

The course will sometimes be observed by Oxford Health who hold clinical governance responsibility.

Main duties:

- To deliver high-quality training courses as agreed, following set standardised content.
- To assist with planning and delivering courses as required, including liaising with speakers.
- Lead the signposting function of the course ensuring attendees obtain reliable and up to date information on services available to them.
- To collate evaluation feedback, identify themes and draw conclusions, as well as contributing to improving the course.
- To liaise with Autism Family Support Oxfordshire staff as required.
- To attend development and planning meetings, if relevant, and mutually agreed by Trainer and Chief Executive Officer.

Responsibilities:

- Co-operate with all staff in maintaining good relationships with stakeholders, outside agencies and the general public.
- Maintain confidentiality.
- **Accountable for your own actions and for the correct and thorough completion of the task.**
- Ensure that your conduct does not conflict with professional expectations.
- Actively support and promote Autism Family Support Oxfordshire's values.
- Co-operate with staff and volunteers in maintaining harmonious inter-personal relationships.
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure an awareness and understanding of safeguarding and GDPR.
- Carry out any other duties as are within the scope, spirit, and purpose of the role.

We are an ambitious organisation and demand the best from ourselves and our partners, and take pride in what we do.

Essential Criteria

You are expected to have the following experience and skills, and this criteria will be assessed in the application and interview process.

Qualifications and Experience
<ul style="list-style-type: none"> • At least two years experience of working within health, education, social care or third sector with young people and families who have Autism, and ADHD (Neurodevelopmental conditions).
<ul style="list-style-type: none"> • Qualification to at least NVQ 3 or equivalent.
<ul style="list-style-type: none"> • Excellent understanding of autism.
<ul style="list-style-type: none"> • Experience of supporting young people and families in managing behaviour that challenges, in particular children aged 5 - 17.
<ul style="list-style-type: none"> • Experience of leading high-quality group training for parent/carers of children with autism.
<ul style="list-style-type: none"> • Experience of developing and using a range of strategies to support children and young people with autism.
<ul style="list-style-type: none"> • Good knowledge and understanding of local autism related services, including CAMHS and education.
<ul style="list-style-type: none"> • Experience of organising, supporting and working with other trainers.
<ul style="list-style-type: none"> • Experience of dealing with sensitive information, and maintaining confidentiality.
<ul style="list-style-type: none"> • A full UK driving licence, access to a vehicle and ability to travel across regions of Oxfordshire.
Skills
<ul style="list-style-type: none"> • Excellent presentation skills and ability to lead a group training course.
<ul style="list-style-type: none"> • Ability to train, support, and empower a group of parent/carers clearly and sensitively.
<ul style="list-style-type: none"> • Highly organised and able to manage own workload.
<ul style="list-style-type: none"> • Confident user of IT, including PowerPoint, Word, and internet.
<ul style="list-style-type: none"> • Ability to respond promptly and act on concerns or difficulties that may arise at short notice.
Values and Attitudes
<ul style="list-style-type: none"> • A commitment to run the programme using the standardised presentation.
<ul style="list-style-type: none"> • Accountable for your own actions and for the correct and thorough completion of the task.
<ul style="list-style-type: none"> • A positive, enthusiastic and 'can do' approach to work.
<ul style="list-style-type: none"> • Committed to treating people equally, and respecting differences.
<ul style="list-style-type: none"> • Understanding of Autism Family Support Oxfordshire and an affinity to our ethos to nurture, inspire and enable.

Other:

Successful trainers are expected to provide satisfactory DBS clearance, and two references.