

JOB DESCRIPTION

Saturday Youth Support Worker

- Job Title:** Saturday Youth Support Worker
- Salary:** £10 per hour
- Hours of Work:** 3.25 hours per week, term time.
The core working hours are Saturdays 9:30AM -12:30PM, during school term time. An additional 0.25 hours per week allocated and expected to be worked for planning, preparation, attending staff meetings, training or other work as requested/agreed by the Chief Executive Officer. This additional time may be accrued.
The youth group session runs from 10AM -12PM.
- Based at:** Wolvercote Young Peoples Club, St Peters Road, Wolvercote, Oxford.
- Job purpose:** To assist the Youth Group Coordinator in maintaining a fun, nurturing, and safe youth group for young people with Asperger's Syndrome / High Functioning Autism. The group offers opportunities for children to play, socialise, make friends and learn through play.
To deputise for the Youth Group Coordinator, if approved by the Chief Executive Officer.
- Reporting to:** Youth Group Coordinator

DUTIES AND RESPONSIBILITIES:

Assisting with the running of a youth group for young people aged 8-12 years with Asperger Syndrome/Higher Functioning Autism.

1. Youth Work

- 1.1. To assist in providing and developing a fun, social, nurturing and safe youth group for young people with Asperger's Syndrome / High Functioning Autism.
- 1.2. Support the Youth Group Coordinator in delivering a programme of activities for young people with Asperger's Syndrome / High Functioning Autism.
- 1.3. Implement the planned weekly sessions under the guidance of the Youth Group Coordinator.
- 1.4. To support the young people to socialise and engage in activities with each other; and facilitate and support friendships within the group.
- 1.5. To build appropriate relationships with young people and assist in providing non-formal education and social opportunities.
- 1.6. To be aware of, and implement current Policy and Codes of Practice on Safeguarding Children, Equal Opportunities, Confidentiality, challenging prejudice and discrimination and to promote good practice generally within the youth group.
- 1.7. Support the members to access mainstream activities when appropriate.

2. Staff, Colleagues and Training:

- 2.1. To maintain good communication with all project staff, venue staff, and volunteers.
- 2.2. To assist the Youth Group Coordinator to supervise volunteers.
- 2.3. To maintain good communication with the young people's parents, as appropriate and relevant to the post.

- 2.4. To undertake appropriate training as identified with the line manager.
- 2.5. To attend staff meetings as required.
- 2.6. To deputise for the Youth Group Coordinator, if approved by the Chief Executive Officer.

3. Local Communities, Organisations and Other Agencies

- 3.1. To liaise with the local community and other agencies as appropriate and relevant to the post, in consultation with the line manager.

4 Reports, Monitoring, Evaluation, Administration and Finance

- 4.1. To attend all staff briefings, and undertake planning and preparation for sessions.
- 3.2. To assist the Youth Group Coordinator to provide appropriate administrative records and reports.

5. Policy, Practice and other duties:

- 5.1. To implement and work in accordance with all Autism Family Support Oxfordshire (AFSO) policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 5.2. Maintain confidentiality in all areas of the youth group and AFSO and its work. The nature of the work entrusts people with confidential information about families and staff. Any breach of this confidentiality will constitute gross misconduct.
- 5.3. Such other duties as may be required and are appropriate for the nature and grade of the post.

6. General Responsibilities

- 6.1. Cooperate with all AFSO staff in maintaining good relationships with outside agencies and the general public in order to uphold the organisation's repute.
- 6.2. Promote a positive image of autism and the organisations involved with the project.

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT:

- Annual Leave entitlement - 5 weeks leave per annum (pro rata)
- The post is subject to a satisfactory police check, two satisfactory references, and a 3 month probationary period
- Notice Period - the appointment is terminable by 4 weeks notice by either side

NOTE: The job description above reflects the present requirements of the post. As developments occur and duties and responsibilities change the job description will be reviewed and may be subject to amendment in consultation with the post holder.

PERSON SPECIFICATION

Saturday Youth Support Worker

Candidates must meet the following criteria. The criteria will be assessed during the short listing and interview process.

Category/item	Essential	Desirable
Experience		
Working with children/adults in a supportive setting	✓	
Supporting children/adults with autism or additional needs		✓
Working with parents/carers		✓
Qualifications		
GCSEs or equivalent	✓	
Qualification in Youth Work or equivalent		✓
Knowledge		
Working knowledge of autism-specific strategies to supporting young people, or ability to learn	✓	
Working knowledge of Safeguarding procedures, confidentiality, and good practice in youth group or willing and able to learn with immediate effect.	✓	
Personal Qualities & Skills		
A sense of fun while mature and responsible	✓	
Able to facilitate group work with children	✓	
Excellent social skills	✓	
Using initiative and taking responsibility while working with children	✓	
A supportive and proactive team member	✓	
Patience and empathy	✓	
Flexibility	✓	
Non-judgemental	✓	
Creativity	✓	
Other Specific requirements		
Interest in personal development		✓