



Opportunity to join our award-winning team!

We are looking for an exceptionally organised and creative person, with a flair for organising activities which will nurture, enable and inspire young people.

## Activity Coordinator

This is an exciting new post for AFSO. We need someone to develop and manage our activities for young people. This is a great opportunity for someone who is exceptionally organised, a good leader, able to build partnerships, has creative ideas and initiative, and experience of working with children or adults on the autism spectrum.

### JOB DESCRIPTION

**Job Title:** Activity Coordinator

**Hours of Work:** 16 hours per week, Term-Time only (Oxfordshire school terms, 39 weeks per annum).

Holiday activities and youth groups - where our son gained confidence, friends and flourished in the caring and supportive environment.

The post involves working office hours as well as periodical evenings and Saturdays, as arranged by the post holder. The post holder will be responsible for managing their own diary, with weekly hours equating to 16 hours a week.

**Salary:** £7,740 (£23,866 FTE)

**Contract Type:** 3-year contract; our expectation would be to offer an extension, subject to funding.

**Location:** Based in our office in Abingdon, plus visiting and working at our youth groups and activity venues across Oxfordshire. Flexibility and own vehicle is required.

**Reporting to:** Chief Executive Officer.

**Responsible for:** Line management of youth group staff, Casual Support Workers, and volunteers.

**Working closely with:** Youth group team, family support team, and volunteers. Local play and leisure, and arts organisations.

## **MAIN PURPOSE OF THE JOB**

The candidate will be responsible for the management and development of our youth work with young people with autism, this includes 4 Youth Groups and our Easter and Summer Holiday Activities.

### **MAIN DUTIES:**

- Develop and manage our Youth Groups, in collaboration with youth group staff.
- Organise and budget our Easter and Summer Activities: Organising 28 days over Easter and Summer, and handing over to the Holiday team.
- Line manage staff: Youth Group staff; Casual Support Workers; and volunteers.
- Manage referrals for our youth groups and Easter and Summer Activities.
- Ensure children and young people are supported to participate and enjoy our holiday activities and youth groups.
- Liaise with our Family Support Worker and Community Outreach Worker.
- Liaise with parents, carers and professionals.
- Establish and lead our Youth Council and Youth Action Team, in collaboration with other staff.
- Maintain accurate records
- Uphold all AFSO policies and contract agreements.
- Monitor and evaluate our activities.

Supervision and advisory support will be provided by the Chief Executive Officer.

### **RESPONSIBILITIES:**

#### **1. Organising creative activities for young people with autism**

- Organise our Easter and Summer Activities for young people aged 8 – 17 years with Asperger's Syndrome / High Functioning Autism. Organising 28 activity days a year, to run during the Easter and Summer school holidays. Developing our current activities and creating new activities.
- Manage a budget.
- Manage the booking process for our Easter and Summer Activities
- Building relationships and partnerships with other providers.
- Using initiative and creativity to identify opportunities.
- Create information and resources to handover to the Play Leader and Holiday Activities team.

#### **2. Work with children and young people**

- Manage and develop our Youth Groups and holiday activities:
  - Manage the referral process for young people aged 8 – 21 to join our four Youth Groups, including home visits to meet young people and assess the suitability of our service.
  - Manage the referral process for young people aged 8 – 17 to attend our Easter and Summer Activities, including home visits to meet children to assess suitability of our services.
  - Support children and young people to participate in activities by co-producing autism-specific behavioural strategies and support plans when needed.
  - Develop activities and projects in partnership with our youth group and family support staff.
  - Monitor any medical needs of children, inform staff and arrange any training as necessary.

- Creatively gather feedback and ideas from young people, parents, staff and partners to develop current and new activities.
- Oversee the safeguarding of children and young people attending our activities, and Safeguarding procedures.
- Develop a Youth Council to ensure young people have a strong voice in AFSO's work, as well as the wider community.

### **3. Work with parents/carers**

- Liaise with parent/carers during the referral process to our youth groups and holiday activities
- Identify needs of children and/or the family and refer to our relevant services.
- Liaise with parent/carers and our Family Support staff to create support plans and risk assessments for children, if needed.
- Liaising via home visits, telephone, and email.
- Support parents to access other play and leisure services.

### **4. Manage staff and volunteers**

- Line manage and carry out supervision for Youth Group staff, Casual Support Workers and youth work volunteers.
- Support Youth Group and Holiday Activities staff and volunteers to take an active role in the planning, delivery and smooth running of our activities
- Plan and allocate sufficient staffing at youth groups and holiday activities
- Develop the practice of colleagues within our youth group and holiday activities, providing mentoring support as required.
- Demonstrate quality leadership and management by example.

### **5. Work with statutory, voluntary, and other services to:**

- Identify, initiate and develop new partnerships.
- Work with colleagues across the organisation, as well as enjoy building relationships with other organisations.
- Identify and develop new services.
- Provide information and advice to professionals working with children and young people on the autism spectrum.

### **6. Policy and procedures**

- Follow safeguarding procedures.
- Carry out risk assessments and building checks.
- Be responsible for record keeping, reports and correspondence relevant to the post including data collection and monitoring records.
- Produce monitoring and evaluation data, reports and summaries.
- To develop and maintain confidential information systems.
- To ensure policies and processes are upheld.
- To ensure staff receive appropriate induction and ongoing training.
- Assist with office systems.

# PERSON SPECIFICATION

## Job Title: Activity Coordinator

We are looking for someone who can show us they have the experience and skills we are looking for.

### Essential Criteria

<b>The successful candidate is expected to have all the following experience and skills. These criteria will be assessed in the application shortlisting, and interview process.</b>
<b>Experience</b>
The successful candidate must be able to demonstrate experience in: <ul style="list-style-type: none"><li>• Responsibility for organising and managing activities for young people.</li><li>• Managing and supporting staff.</li><li>• At least 1 years' experience of working with young people or adults with autism in a group setting</li><li>• Following and reviewing Safeguarding, Risk Assessments, and Health and Safety policy and procedures.</li><li>• Preparing and implementing autism-specific behavioural strategies.</li></ul>
<b>Qualifications, training and knowledge</b>
<ul style="list-style-type: none"><li>• Working knowledge of safeguarding, confidentiality, and key policies and procedures in community work.</li><li>• NVQ Level 2 qualification in the field of community work, or demonstrate equivalent experience</li></ul>
<b>Job related aptitude and skills</b>
<ul style="list-style-type: none"><li>• Highly organised, responsible, and able to manage own diary</li><li>• Creativity and initiative to organise activities for young people</li><li>• Excellent written and verbal communication skills.</li><li>• Excellent social skills</li><li>• Ability to nurture, enable and inspire young people with autism</li><li>• Confidence and motivated to work independently, acting on own initiative with minimal supervision.</li><li>• Competent in Microsoft Word and Outlook</li></ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"><li>• Own car transport and able to travel independently within Oxfordshire.</li><li>• Ability to work occasional evenings and Saturdays.</li></ul>

### To apply for this post

You must complete an Application Form. The Application Form is available from our website. [www.afso.org.uk/vacancies](http://www.afso.org.uk/vacancies)

For specific enquiries about any vacancy please contact:

Gita Lobo, Chief Executive Officer Tel: 07929 379125 Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)

Successful applicants must complete an Enhanced DBS check.