

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/High Functioning Autism.

1. Youth Work

- 1.1. To assist in providing and developing a fun, social, nurturing, and safe youth group.
- 1.2. Support the Youth Group Coordinator in delivering activities.
- 1.3. Implement planned 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 learning and social opportunities.
- 1.6. To implement Policy and Codes of Practice on Safeguarding Children, Equal Opportunities, Confidentiality, challenging discrimination and to promote good practice generally within the youth group.

2. Staff, Colleagues and Training:

- 2.1. Maintain good communication with all project staff, venue staff, and volunteers.
- 2.2. Assist the Youth Group Coordinator to supervise volunteers.
- 2.3. Maintain good communication with parents, as appropriate and relevant to the post.
- 2.4. Undertake appropriate training as identified with the line manager.
- 2.5. Attend staff meetings as required.
- 2.6. To deputise for the Youth Group Coordinator, if agreed between the postholder and 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. Attend all staff briefings, and undertake planning and preparation for sessions.
- 3.2. Assist the Youth Group Coordinator to provide administrative records and reports.

5. Policy, Practice and other duties:

- 5.1. 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's 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. 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 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 – 28 days leave per annum, pro rata
- The post is subject to a satisfactory Enhanced DBS check, two references, and a 3 month probationary period
- Salary is for 39 weeks per annum, spread across 12 months and paid in 12 equal amounts each month.

PERSON SPECIFICATION – see page 3

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 support 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	✓	
Able to encourage and support social skills	✓	
Using initiative and taking responsibility	✓	
A supportive and proactive team member	✓	
Patience and empathy	✓	
Non-judgemental	✓	
Creativity in a youth group setting	✓	
Other Specific requirements		
Interest in personal development		✓

To apply for this post

You must complete an Application Form, which is available from our website:

www.afso.org.uk/vacancies

For specific enquiries about the vacancy please contact:

Gita Lobo, Chief Executive Officer Tel: 07929 379125 Email: gita@afso.org.uk

Successful applicants must complete an Enhanced DBS check.