

JOB DESCRIPTION



Youth Group Coordinator (Thursdays)

- Job Title:** Youth Group Coordinator
- Stuff Youth Group - for young people aged Secondary School ages 11 - 16 years with Asperger Syndrome/High Functioning Autism.
- Salary:** £11.88 per hour
- Hours of work:** 4 hours per week, term time. Core working hours are Thursdays 5:30pm - 8:30PM during school term time (39 weeks, Oxfordshire school terms). The youth group sessions run term time on Thursdays 6PM – 8PM and the post holder is required to arrive at 5:30PM to attend the staff briefing. An additional 1 hour per week is allocated and expected to be worked for preparation, planning, longer sessions/activities, staff meetings, training and other work as agreed by the Chief Executive Officer. This additional time is paid weekly but may be accrued to accommodate the flexible nature of this work.
- Location:** Autism Family Support Oxfordshire, Abingdon Community Support Service, Crabtree Place, off Audlett Drive, Abingdon, OX14 3GD
- Reporting to:** Chief Executive Officer.
- Responsible For:** Line manager to Youth Support Worker, and volunteers.

Job outline

To coordinate, maintain and develop a fun, nurturing and safe youth group for young people with Asperger's's Syndrome / high functioning autism aged 11 – 16 years. To manage staff, volunteers, activities, budgets and general running and development of the youth group. Providing opportunities for young people to play, socialise, make friends and develop via informal learning, in line with current Code of Practice and Policies.

Duties and Responsibilities

- 1. Youth Work**
- 1.1. Responsible for providing an appropriate and safe youth group for young people with Asperger's's Syndrome / Higher Functioning Autism.
- 1.2. Build appropriate relationships with young people and assist in providing social opportunities, and non-formal learning.
- 1.3. Design and deliver planned weekly activities appropriate for young people with Asperger's Syndrome/HFA together with staff and volunteers.
- 1.4. Responsible for implementing Policy and procedures on Safeguarding Children, Confidentiality Equal Opportunities, Health & Safety, and to promote good practice generally within the youth group.
- 1.5. Liaise with our Family Support staff to ensure young people receive support, if required.
- 1.6. Maintain good communication with the parents/carers of youth group members, as well as professionals, where appropriate.
- 1.7. Manage membership of the youth group. Liaising with parents to monitor attendance, and organise joining and exit plans for members, in conjunction with the Family Support staff.
- 1.8. Support young people to access other activities when appropriate, with assistance from our Family Support staff.

2. Staff, Colleagues and Training

- 2.1. Line manage a Youth Support Worker and volunteers.
- 2.2. Maintain good communication with project staff and volunteers.
- 2.3. Lead staff briefings and debriefs.
- 2.4. Ensure staff and volunteers are supported
- 2.5. Maintain good communication with external organisations.
- 2.6. To undertake appropriate training as identified with the line manager.
- 2.7. To assist the Chief Executive Officer in coordinating Youth Group Team Meetings.
- 2.8. Assist with recruiting staff and volunteers, if relevant.
- 2.9. Contribute to training for staff and volunteers, if relevant

3. Local Communities, Organisations and Other Agencies

- 3.1. Liaise with the local community, and other agencies as appropriate.
- 3.2. Provide appropriate administrative records.
- 3.3. Provide relevant management information.

4. Reports, Monitoring, Evaluation, Administration and Finance

- 4.1. Responsible for planning and running youth group sessions, including completing Risk Assessments and support plans when required.
- 4.2. Record any incidents/accidents and report to the Chief Executive Officer.
- 4.3. Attend supervision meetings and staff meetings with the Chief Executive Officer.
- 4.4. Assist the Chief Executive Officer with developing the youth group.
- 4.5. Provide the Chief Executive Officer with quarterly monitoring and evaluation data.

5. Policy, Practice and other duties

- 5.1. Responsible for implementing Autism Family Support Oxfordshire policies and practice, in particular Safeguarding Children, Confidentiality, Risk Assessments, Equal Opportunities, and Health and Safety.
- 5.2. Ensure staff, volunteers and parents/carers are aware of issues around Safeguarding Children, Confidentiality and risk assessment
- 5.3. Maintain confidentiality in all areas of the youth group and Autism Family Support Oxfordshire's work. The nature of the work entrusts people with confidential information about families, staff, and volunteers. Any breach of this confidentiality will constitute gross misconduct.

6. General Responsibilities

- 6.1. Promote a positive image of autistic spectrum disorders and the organisations involved with the project.
- 6.2. Carry out any duties as may be required within the scope, spirit and purpose of the job.

EQUAL OPPORTUNITIES

Autism Family Support Oxfordshire is committed to the principle and practice of actively promoting equality of opportunity and anti-discriminatory practice for all.

We aim to ensure that no individual receives less than favourable treatment on the grounds of age (except in relation to retirement), colour, disability, ethnic or national origin, marital or parental status, nationality, personal circumstances, race, religious belief, sexual orientation, social class or any other grounds which are unjustifiable in terms of equality of opportunity and anti-discriminatory practice.

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.

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 – Please see page 4

PERSON SPECIFICATION

Youth Group Coordinator (Thursdays 'Stuff' Youth Group)

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.		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Experience		
Senior / substantial experience of working with young people on the autism spectrum in a group setting	✓	
Working with young people with emotional and behavioural difficulties	✓	
Administrative duties (e.g. emails, record keeping, booking venues etc)	✓	
Managing staff and/or volunteers	✓	
Handling confidential information	✓	
Keeping and maintaining records	✓	
Working with parents/carers	✓	
Training staff / volunteers		✓
Qualifications and Knowledge		
Working knowledge of autism behaviour support strategies	✓	
GCSEs in Maths and English, or equivalent	✓	
Qualification in Youth Work or equivalent		✓
Knowledge of policy relating to Safeguarding Children, Confidentiality, Equal Opportunities and Health and Safety	✓	
Personal Qualities & Skills		
Good written and verbal communication skills	✓	
Excellent interpersonal skills, tact and diplomacy	✓	
Strong organisational skills	✓	
Good time management	✓	
Able to encourage and support social skills	✓	
Ability to lead and motivate others	✓	
Patience and empathy	✓	
Flexibility	✓	
Non-judgemental	✓	
Good computer skills (word processing and email)	✓	
Creativity in a youth group setting	✓	
Specific requirements		
Committed to work Thursdays 5:30pm-8:30pm (term-time), plus additional one hour per week.	✓	
Own vehicle transport and ability to travel to off site activities	✓	

To apply for this post

You must complete an Application Form, 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.