



Opportunity to join our award-winning team!

We are looking for an exceptionally organised and creative person, with a flair for organising activities that 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, able to build partnerships, has creative ideas and initiative, a good leader, and experience of supporting children or adults on the autism spectrum.

Job Description and Person Specification

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

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

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

The successful candidate will have all the experience and skills listed in the 'Essential Criteria' below. This criteria will be assessed in the shortlisting process.

Essential Criteria

Experience
<ul style="list-style-type: none">• Minimum 1 years' experience of working with young people or adults with autism in a group setting.• Responsibility for organising and managing activities for young people.• Creating and implementing autism-specific behavioural strategies.• Managing, supporting and developing staff.• Building new working relationships and partnerships.• Writing, implementing and reviewing Risk Assessments.• Implementing and reviewing Safeguarding Children, Confidentiality, Data Protection, Equal Opportunities, and Health and Safety policy and procedures.
Qualifications, training and knowledge
<ul style="list-style-type: none">• NVQ Level 2 qualification in the field of community work, or demonstrate equivalent experience.
Job related aptitude and skills
<ul style="list-style-type: none">• Highly organised, responsible, and able to manage own diary• Creativity and initiative to organise new and exciting activities for young people• Excellent written and verbal communication skills.• Excellent social skills• Ability to nurture, enable and inspire young people with autism• Confidence and motivated to work independently, acting on own initiative with minimal supervision.• Competent in Microsoft Word and Outlook
Special Requirements
<ul style="list-style-type: none">• Own car transport and able to travel independently within Oxfordshire.• Ability to work occasional evenings and Saturdays.

To apply for this post

We require all applicants to complete an Application Form, available from our website:

www.afso.org.uk/vacancies

Closing Date: Monday 13th July 2020

Completed Application Forms should be sent by email to:

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

Interviews: Interviews will be held on the afternoon of Tues 21st or Weds 22nd July

For specific enquiries about any vacancy please contact:

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

This post is subject to satisfactory Enhanced DBS check and 2 references.