

Job Description and Person Specification

Youth Support Worker (Thursdays)

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| Job Title: | Youth Support Worker 'Stuff' Youth Group - for young people aged Secondary School ages 11 - 16 years with Asperger Syndrome/High Functioning Autism. |
| Salary: | £10 per hour |
| Hours of work: | 3.5 hours per week, term time only. Core working hours are Thursdays 5:30pm - 8:30PM during school term time (39 weeks, Oxfordshire school terms). An additional 0.5 hours per week is allocated and expected to be worked for planning, staff meetings, training, and other work as agreed by the manager or Chief Executive Officer. This additional time is paid weekly but will be accrued to accommodate the flexible nature of this additional work. |
| Location: | Autism Family Support Oxfordshire, Abingdon Community Support Service, Crabtree Place, off Audlett Drive, Abingdon, OX14 3GD. |
| Reporting to: | Youth Group Coordinator. |
| Job outline: | To assist the Youth Group Coordinator in delivering a fun, nurturing, and safe youth group for young people with Asperger's Syndrome / High Functioning Autism. Providing opportunities for young people to socialise, play, make friends and develop via informal learning. To deputise for the Youth Group Coordinator as required. |

DUTIES AND RESPONSIBILITIES

- 1. Youth work: supporting young people on the autism spectrum in a group setting**
 - 1.1. To assist in providing and developing a fun, social, nurturing, and safe youth group under the guidance of the Youth Group Coordinator.
 - 1.2. Implement planned sessions using initiative and responsibility.
 - 1.3. To support young people using autism-friendly strategies in 'the AFSO way' – to nurture, enable and inspire.
 - 1.4. To support the young people to participate in activities; and facilitate and support the members to socialise and build friendships within the group.
 - 1.5. To build appropriate relationships with young people.
 - 1.6. To assist in providing and promoting non-formal learning and development.
 - 1.7. 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.
 - 1.8. Maintain good relations with parents, as appropriate and relevant to the post.

- 2. Staff and Training**
 - 2.1. Assist and support the Youth Group Coordinator with running the youth group.
 - 2.2. Maintain good and timely communication with project staff, volunteers, and other Autism Family Support Oxfordshire (AFSO) staff.
 - 2.3. To be a good team player and support peers with the running of the youth group.
 - 2.4. To attend staff briefings and debriefs, and undertake preparation for sessions.
 - 2.5. Attend periodical staff meetings and supervision meetings as required.
 - 2.6. Undertake appropriate training as identified with the line manager.

- 2.7. Assist and support the Youth Group Coordinator to supervise volunteers.
- 2.8. To deputise for the Youth Group Coordinator, as required.

3. Local communities, organisations and other agencies

- 3.1. 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.
- 4.2. Assist the Youth Group Coordinator to provide appropriate administrative records and reports.
- 4.3. Assist the Youth Group Coordinator to provide periodic monitoring and evaluation reports.

5. Policy, practice and other duties:

- 3.1. Implement and work in accordance with all Autism Family Support Oxfordshire (AFSO) policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 3.2. 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.
- 3.3. 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 Autism Family Support Oxfordshire 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: 28 days leave per annum (pro rata)
- The post is subject to a satisfactory Enhanced DBS check, two references, and a 6 month probation 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 – see page 3

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Youth Support Worker (Thursday *Stuff* youth group)

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

Essential Criteria

| Category/item | Essential | Desirable |
|---|-----------|-----------|
| Experience | | |
| Supporting young people on the autism spectrum in a group setting | ✓ | |
| Supporting young people with emotional and behavioural difficulties | ✓ | |
| Creating and implementing autism-specific behaviour support strategies | ✓ | |
| Using initiative and taking responsibility in a youth work setting | ✓ | |
| Implementing procedures relating to Safeguarding Children, Confidentiality, and Data Protection in a youth work setting | ✓ | |
| Handling confidential information | ✓ | |
| Working with parents/carers | | ✓ |
| Qualifications and knowledge | | |
| GCSEs | ✓ | |
| Qualification in Youth Work or equivalent | | ✓ |
| Personal qualities & skills | | |
| Able to facilitate group work with children | ✓ | |
| A sense of fun while mature and responsible | ✓ | |
| Good interpersonal skills and diplomacy | ✓ | |
| Able to encourage and support social skills | ✓ | |
| A supportive and proactive team member | ✓ | |
| Patience and empathy | ✓ | |
| Flexibility | ✓ | |
| Non-judgemental | ✓ | |
| Creativity in a youth group setting | ✓ | |
| Other requirements | | |
| Committed to work Thursdays 5:30pm - 8:30pm (term-time) | ✓ | |
| Able to travel to the youth group setting in Abingdon, and offsite trips across Oxfordshire | ✓ | |

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**

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.