

## Job Description and Person Specification

### Youth Group Coordinator (Thursdays)

<b>Job Title:</b>	<b>Youth Group Coordinator</b> “Stuff” Youth Group - for young people aged Secondary School ages 11 - 16 years with Asperger Syndrome/High Functioning Autism.
<b>Salary:</b>	£11.88 per hour
<b>Hours of work:</b>	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 post holder is required to arrive by 5:30PM to lead the staff briefing and preparation. An additional 1 hour per week is provided for planning, staff meetings, training and other work as agreed by the line manager. This additional time is paid weekly but may be accrued to accommodate the flexible nature of additional work.
<b>Location:</b>	Autism Family Support Oxfordshire, Abingdon Community Support Service, Crabtree Place, off Audlett Drive, Abingdon, OX14 3GD
<b>Reporting to:</b>	Activity Coordinator.
<b>Responsible For:</b>	Line manager to Youth Support Worker(x1), and volunteers.

#### Job outline

To manage, deliver, 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, 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 code of practice and policies.

### Duties and Responsibilities

1. **Youth Work: supporting young people on the autism spectrum in a group setting**
  - 1.1. Responsible for providing and developing a fun, social, nurturing, and safe youth group for young people with Asperger's's Syndrome / Higher Functioning Autism.
  - 1.2. Design and deliver planned weekly activities appropriate for young people with Asperger's Syndrome/HFA, together with the young people, staff and volunteers.
  - 1.3. Create and implement appropriate support for young people using autism-friendly strategies in 'the AFSO way' – to nurture, enable and inspire.
  - 1.4. Support the young people to participate in activities; and facilitate and support the members to socialise and build friendships within the group.
  - 1.5. Build appropriate relationships with young people.
  - 1.6. Provide and promote non-formal learning and development opportunities for the young people.

- 1.7. Manage membership of the youth group. Liaising with parents to monitor attendance, and organise joining and exit plans for members, in collaboration with the Family Support staff.
- 1.8. Maintain good communication with the parents/carers of youth group members, and other professionals, where appropriate.
- 1.9. Responsible for implementing policy and procedures on Safeguarding Children, Confidentiality Equal Opportunities, Health & Safety, and to promote good practice generally within the youth group.
- 1.10. Liaise with our Family Support staff to ensure young people and/or their families receive additional support, if required.
- 1.11. 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 one Youth Support Worker and volunteers.
- 2.2. Maintain good and timely communication with project staff, volunteers, and other Autism Family Support Oxfordshire (AFSO) staff.
- 2.3. Lead staff briefings and debriefs.
- 2.4. Ensure staff and volunteers are supported.
- 2.5. Liaise with the line manager to ensure all staff and volunteers have the necessary skills and training.
- 2.6. Liaise with our Family Support staff to ensure young people and/or their families receive additional support, if required
- 2.7. Attend supervision meetings and staff meetings with the line manager.
- 2.8. Undertake appropriate training as identified with the line manager.
- 2.9. Assist the Activity Coordinator in coordinating Youth Group Team Meetings.
- 2.10. Assist with recruiting staff and volunteers, if relevant.
- 2.11. Contribute to training for staff and volunteers, if relevant

## **3. Reports, monitoring, evaluation, administration and finance**

- 3.1. Responsible for completing Risk Assessments and support plans when required.
- 3.2. Record any incidents/accidents and report to the line manager.
- 3.3. Assist the line manager with developing the youth group.
- 3.4. Provide the line manager with quarterly monitoring reports
- 3.5. Collect and record membership fees, and manage the expenditure of the membership fee/petty cash for weekly costs and activities.

## **4. Local communities, organisations and other agencies**

- 4.1. Liaise with the local community, and other agencies to work together as appropriate.
- 4.2. Provide appropriate administrative records.

## **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. Responsible for completing Risk Assessments and support plans when required.
- 5.3. Responsible for reporting any Health and Safety concerns.
- 5.4. Ensure staff, volunteers and parents/carers are aware of issues around safeguarding children, confidentiality and risk assessment.
- 5.5. Maintain confidentiality in all areas of the youth group and Autism Family Support Oxfordshire's work. The nature of the work entrusts the post holder and staff with confidential information about families, volunteers, and staff. Any breach of this confidentiality will constitute gross misconduct.

## **6. General responsibilities**

- 6.1. Promote a positive image of autism 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 – 25 days leave per annum, pro rata.
- The post is subject to a satisfactory Enhanced DBS check, two references, and a 6 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

## Thursday Youth Group Coordinator ('Stuff' Youth Group)

Candidates must have all the experience and skills listed as 'essential' below. These criteria will be assessed in the shortlisting process.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>		
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	✓	
Creating and implementing autism-specific behaviour support strategies	✓	
Using initiative and taking responsibility in a youth work setting	✓	
Managing staff and/or volunteers	✓	
Administrative duties (e.g. emails, record keeping, booking activities)	✓	
Implementing Safeguarding Children, Confidentiality, Equal Opportunities and Health and Safety policies	✓	
Handling confidential information, and maintaining records	✓	
Writing risk assessments and simple reports	✓	
Working with parents/carers	✓	
Training staff / volunteers		✓
<b>Qualifications and Knowledge</b>		
GCSEs in Maths and English, or equivalent	✓	
Qualification in Youth Work or equivalent		✓
<b>Personal Qualities &amp; Skills</b>		
Exceptional organisational skills	✓	
Good written and verbal communication skills	✓	
Excellent interpersonal skills and diplomacy	✓	
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 in Word and Outlook	✓	
Creativity in a youth group setting	✓	
<b>Specific requirements</b>		
Committed to work Thursdays 5:30pm - 8:30pm (term-time), plus additional one hour per week.	✓	
Driver with own car and dependable to travel to the youth group venue in Abingdon and offsite activities.	✓	

### To apply for this post

We require all applicants to complete an Application Form. Please visit our website for the Application Form and details of the closing date:

[www.afso.org.uk/vacancies](http://www.afso.org.uk/vacancies)

**Completed Application Forms should be sent by email to:  
Gita Lobo, Chief Executive Officer, Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)**

For specific enquiries about the vacancy please contact:  
Gita Lobo, Chief Executive Officer Tel: 07929 379125 Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)  
This post is subject to satisfactory Enhanced DBS check and 2 references.