



## Join our award-winning team!

This is a rare and rewarding opportunity to support a fabulous group of autistic 16 - 21 year olds in an active user-led youth group!

The group members are independent young autistic people who generally attend mainstream school, college or employment, and attend our youth group for socialising and peer support.

We support and facilitate “the social stuff”; support the young people to participate and organise events and activities; and encourage the development of social and independence skills.

If you have experience of supporting young people/adults in a social group setting, and can nurture, enable and inspire young people – then we want to hear from you!

## Job Description and Person Specification

### Youth Support Worker (Weds evenings)

I can socialise and interact with people - it's fun. If there was no group I would probably spend more time at home. I'm not motivated to get out and meet other people, but this allows me to do that  
– youth group member

**Job Title:** Youth Support Worker

**Salary:** £10 per hour. Salary is averaged per annum and paid in 12 equal monthly payments.

**Hours of Work:** 4 hours per week, term time.  
**The core working hours are Wednesday evenings during school term time 6PM – 9.30PM.** The youth group runs from 6:30PM – 9PM. An additional 0.5 hours per week is allocated for planning, preparation, attending staff meetings, training or other work as requested/agreed by the Activity Coordinator. This additional time may be accrued.

**Based at:** The Mish, St Clements Oxford.

**Job purpose:** To assist the Youth Group Coordinator in maintaining a nurturing, inspiring, and safe youth group for young people aged 16 - 21 with autism without a learning disability. The youth group provides the opportunity to socialise plus and regular activities and off site trips, as well as informal peer support and learning.

To deputise for the Youth Group Coordinator when necessary, if approved by the Activity Coordinator.

**Reporting to:** Youth Group Coordinator.

# DUTIES AND RESPONSIBILITIES

## 1. Youth Work

- 1.1. Assist in providing and developing a social, nurturing, inspiring, and safe youth group for young people with autism without a learning disability.
- 1.2. Support the Youth Group Coordinator in delivering a programme of activities for the young people.
- 1.3. Implement planned weekly sessions together with the Youth Group Coordinator and volunteers.
- 1.4. Build appropriate relationships with young people and assist in providing non-formal learning and social opportunities.
- 1.5. Support the young people to participate in the youth group, and assist with social and emotional difficulties.
- 1.6. Implement current Policy and Codes of Practice on Safeguarding Children, Adult Protection and Prevention of Abuse, Equal Opportunities, Confidentiality, challenging prejudice and discrimination and to promote good practice generally within the youth group.

AFSO goes beyond what other people consider doing

## 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 the young people's 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. Deputise for the Youth Group Coordinator, as necessary, if approved by the Activity Coordinator.

## 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. To attend all staff briefings, and undertake planning and preparation for sessions.
- 4.2. To assist the Youth Group Coordinator to provide appropriate administrative records and reports.
- 4.3. To assist the Youth Group Coordinator to provide quarterly monitoring and evaluation reports.

## 5. Policy, practice, and other duties

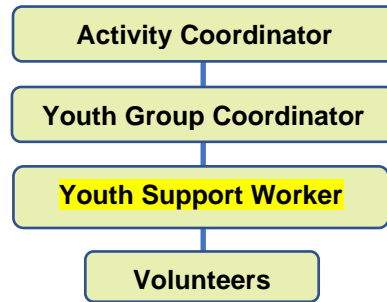
- 5.1. To implement and work in accordance with all Autism Family Support Oxfordshire policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 5.2. Maintain confidentiality in all areas of the youth group and Autism Family Support Oxfordshire and its work. 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. Such 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 autistic spectrum disorders and the organisations involved with the project

## Organisation Chart: Wednesday Youth Group



## SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

- This post is term-time only - 39 weeks per annum based on Oxfordshire school terms.
- Salary is for 39 weeks per annum, spread across 12 months and paid in 12 equal amounts each month.
- Annual Leave entitlement: 33 days (inc Bank Holidays) per annum, pro rata.
- The post is subject to satisfactory police check and a 6-month probationary period
- Notice Period: The appointment is terminable by 4 weeks' notice by either side

**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.

**[Continued – see next pages for Person Specification]**

# PERSON SPECIFICATION

## Youth Support Worker (Wednesday evenings)

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

Category/item	Essential	Desirable
<b>Experience</b>		
Working with young people/adults in a supportive group setting	✓	
Supporting young people/adults with autism or additional needs		✓
Handling confidential information		✓
Keeping and maintaining records		✓
Working with parents/carers		✓
<b>Qualifications</b>		
GCSEs	✓	
Qualification in Youth Work or equivalent		✓
<b>Knowledge</b>		
Working knowledge of autism-specific strategies to supporting young people, or the ability to learn	✓	
Working knowledge of Safeguarding procedures, confidentiality, and good practice in youth group or willing and able to learn with immediate effect	✓	
<b>Personal Qualities &amp; Skills</b>		
Excellent interpersonal skills, tact and diplomacy	✓	
Excellent social skills	✓	
Able to nurture and motivate young people	✓	
A sense of fun while mature and responsible	✓	
Using initiative and taking responsibility in a group setting	✓	
A proactive team member	✓	
Strong organisational skills	✓	
Patience and empathy	✓	
Flexibility	✓	
Non-judgemental	✓	
Creativity	✓	
<b>Specific requirements</b>		
Car driver with own vehicle		✓

### To apply for this post

Please complete an Application Form. The Application Form and details of the closing date, are available from our website: <http://www.afso.org.uk/vacancies/>

The completed Application Form should be emailed to Gita Lobo, Chief Executive Officer: [gita@afso.org.uk](mailto:gita@afso.org.uk)

If you have a specific enquiry about any vacancy please contact:  
Gita Lobo, Chief Executive Officer Tel: 07929 379125 Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)