

# Job Description and Person Specification



AUTISM  
FAMILY  
SUPPORT®  
OXFORDSHIRE

## Saturday Youth Support Worker

<b>Job Title:</b>	Saturday Youth Support Worker
<b>Salary:</b>	£11 per hour
<b>Hours of Work:</b>	3.25 hours per week, term time only. The core working hours are Saturdays 9:30AM -12:30PM, during school term time. An additional 0.25 hours per week is allocated and expected to be worked for planning, attending staff meetings, training or other work as requested by the line manager or senior management. This additional time will be accrued and worked as and when needed. The children attend the youth group from 10AM -12PM.
<b>Based at:</b>	Wolvercote, Oxford, OX2 8AU.
<b>Job purpose:</b>	To assist the Youth Group Coordinator in maintaining a fun, nurturing, and safe youth group for autistic children who do not have a Learning Disability. The group offers opportunities for children to play, socialise, make friends and learn through play. To deputise for the Youth Group Coordinator, if agreed by the post holder and Activity Coordinator.
<b>Line manager</b>	Youth Group Coordinator
<b>Senior manager</b>	Activity Coordinator

Saturday youth club **makes such a big difference.** It gets Sam out early in a weekend and sets the tone for the rest of the weekend... **it helps Sam socialize, make friends and build self-esteem. You are always welcoming and make such an impact on the children's wellbeing with your care and enthusiasm**

## 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 the young people to engage in activities; and facilitate and support the members to socialise and build friendships within the group.
  - 1.4. To build appropriate relationships with young people and assist in providing non-formal learning and development.
  - 1.5. To support young people using autism-friendly and nurturing support strategies.
  - 1.6. Maintain good relations with parents, as appropriate and relevant to the post.
  - 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.

## 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, venue staff, and other Autism Family Support Oxfordshire (AFSO) staff as required.
- 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 occasional 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, if agreed between the postholder and Activity Coordinator.

## 3. Administration and monitoring and evaluation

- 3.1. Attend staff briefings and debriefs, and undertake planning and preparation for sessions.
- 3.2. Assist the Youth Group Coordinator to provide administrative records and reports.

## 4. Policy, Practice and other duties

- 4.1. Implement and work in accordance with Autism Family Support Oxfordshire (AFSO) policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 4.2. 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.
- 4.3. Other duties as may be required and are appropriate for the nature and grade of the post.

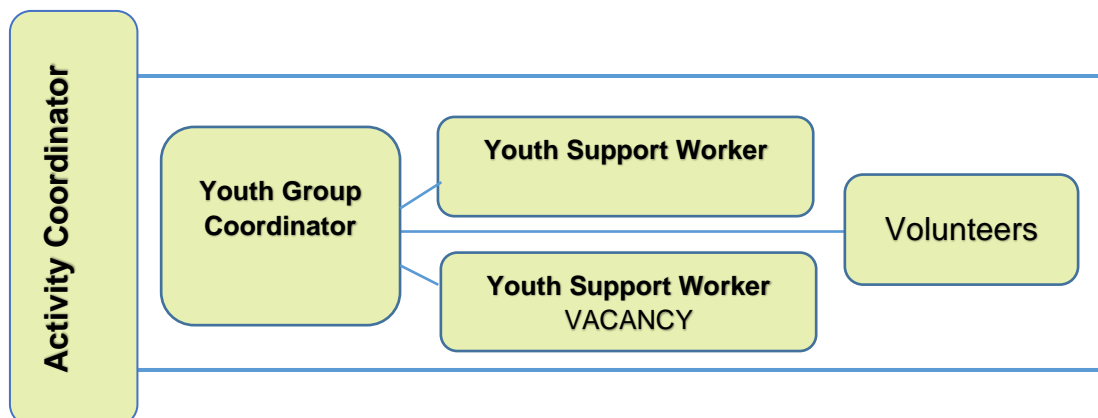
## 5. Local Communities, Organisations and Other Agencies

- 5.1. To liaise with the local community and other agencies as appropriate and relevant to the post, in consultation with the line manager.

## 6. General Responsibilities

- 6.1. Cooperate with all AFSO staff in maintaining good relationships with outside agencies and the general public to uphold the organisation's repute.
- 6.2. Promote a positive image of autism and the organisations involved with the project.

## Organisation Chart: Saturday 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 – 25 days leave per annum pro rata.
- The post is subject to a 6-month probation period.

# PERSON SPECIFICATION

## Saturday Youth Support Worker

The successful candidate will possess all the experience and skills listed as ‘Essential’ below. The criteria will be assessed in the shortlisting process.

Category/item	Essential	Desirable
<b>Experience</b>		
Working with and facilitating groups of children in a supportive group setting.	✓	
Supporting autistic children/adults	✓	
Using initiative and taking responsibility in a group work setting	✓	
Working with parents/carers		✓
<b>Qualifications</b>		
GCSEs or equivalent	✓	
Qualification in Youth Work or equivalent		✓
<b>Knowledge</b>		
Working knowledge of autism-specific strategies to support young people, or ability	✓	
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>		
A sense of fun while mature and responsible	✓	
Reliable	✓	
Able to model, encourage and support social skills	✓	
Using initiative and taking responsibility	✓	
A supportive and proactive team member	✓	
Punctual	✓	
Patience and empathy	✓	
Non-judgemental	✓	
Creativity in a youth group setting	✓	
<b>Other Specific requirements</b>		
Able to reliably travel to Wolvercote on Saturday mornings	✓	
Interest in personal development		✓

### 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)