



## Job Description and Specification

An opportunity to join our award-winning team and deliver “life changing” youth work.

### Youth Group Coordinator (Wednesdays)

This is a thoroughly rewarding opportunity to work with independent, inspiring and engaging young adults – and make a real difference to their lives!

You will lead our well-established youth group for 18 – 25s who are autistic without a Learning Disability. Our youth group is a space for the members to chill out, socialise, chat, be listened to, and organise activities and off-site trips. It's a small nurturing group with up to 25 members.

Professional experience of working with young people or adults in a group setting is essential. The successful candidate must be able to support young adults on the autism spectrum, be very organised, able to lead a small team, work responsibly using initiative, can model and encourage social skills, is mature, and a sense of fun.

**Job Title:** Youth Group Coordinator (Wednesdays)

Youth group for young people aged 18 - 25 who are autistic, without a Learning Disability.

**Salary:** £13.20 per hour

**Hours of work:** 4.75 hours per week, term time.  
Core working hours are Wednesdays 6PM – 9:30PM during school term time (39 weeks, Oxfordshire school terms).  
The post holder is required to arrive by 6PM to lead the staff briefing and preparation. An additional 1.25 hours per week is provided for planning, occasional 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 this additional work.

**Youth group helped me in my darkest times**, if the youth group wasn't there I would probably not be here. **It's hard to imagine life without youth group.** There has always been people to talk to if I am having a rough time, and I have made a lot of lifelong friends along the way.

- Youth group member

**Location:** Cowley, Oxford.

**Reports to:** Activity Coordinator

**Responsible for:** Youth Support Worker (x1), and volunteers.

## MAIN DUTIES

To manage, deliver, and develop a fun, nurturing, and safe youth group for autistic young people aged 18 – 25 years. To manage staff, volunteers, activities, and general running and development of the youth group.

Provide opportunities for young people to socialise, make friends, grow in independence, organise activities and trips, and develop through informal learning.

## 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 social, fun, nurturing, and safe youth group for independent young autistic people (without a learning disability).
- 1.2. Design and deliver weekly activities together with the young people, staff and volunteers.
- 1.3. Create and implement appropriate support for young people when needed, 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 members to socialise and build friendships within the group.
- 1.5. Monitor attendance to the youth group, liaise with parents when necessary and organise leaving plan for members.
- 1.6. Maintain good communication with the parents/carers of youth group members, as appropriate.
- 1.7. Maintain good relations with the venue staff, as appropriate.
- 1.8. Responsible for implementing policy and procedures and to promote general good practice within the youth group.
- 1.9. Liaise with our Family Support Team to ensure young people and/or their families receive additional support, or access other activities, if required.

When there were no other youth clubs or activities that my son could attend, the **AFSO activities were a lifeline and provided my son with friends** and helped him **develop confidence and social skills. We could not do without this amazing team!**

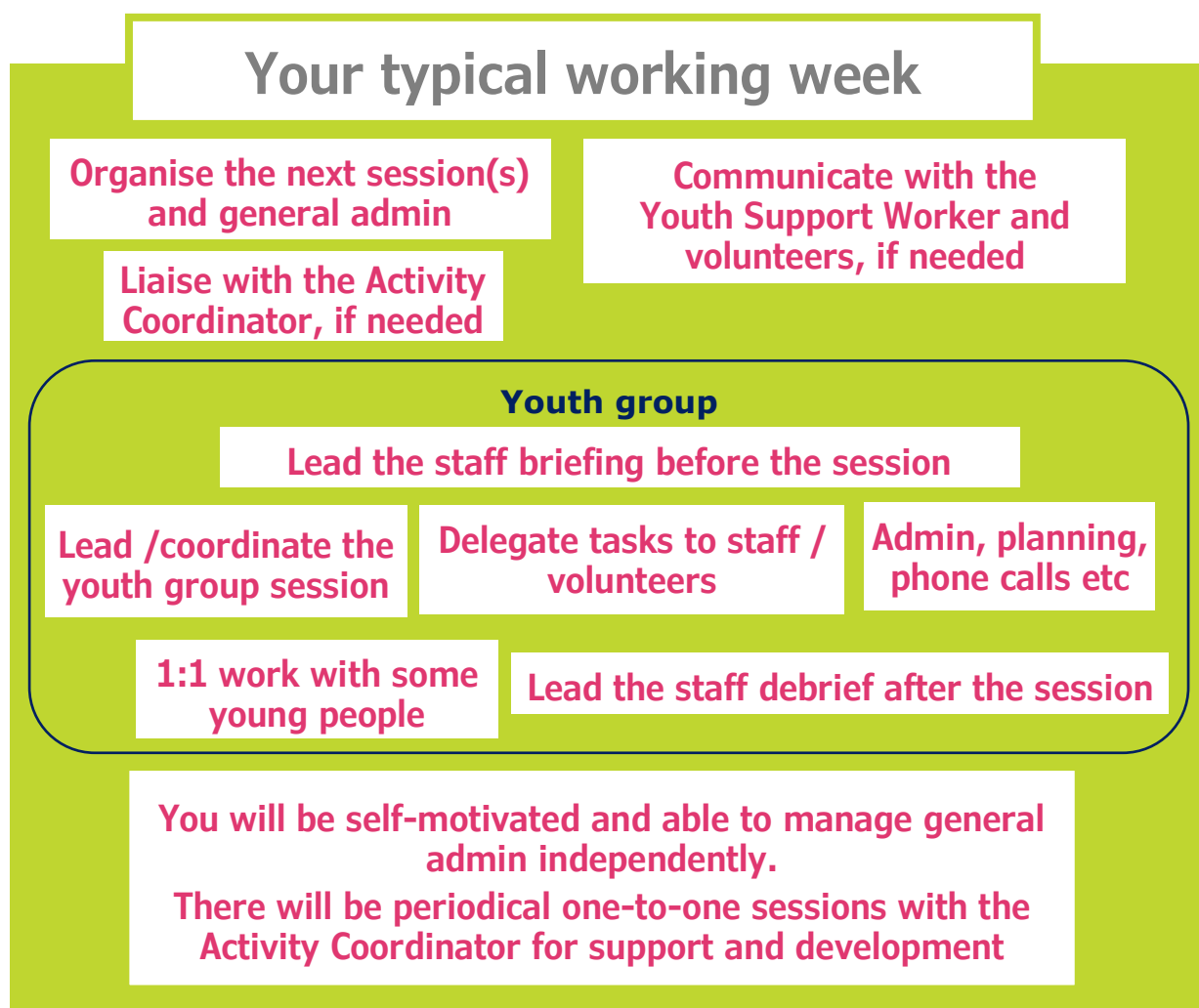
### 2. Staff, colleagues and training

- 2.1. Line manage one Youth Support Worker and a small team of 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 Activity Coordinator to ensure staff and volunteers have the necessary skills and training.
- 2.6. Liaise with our Family Support Team to ensure young people and/or their families receive additional support, if required
- 2.7. Attend occasional one-to-one meetings and staff meetings with the line manager.
- 2.8. Undertake appropriate training as identified with the line manager.
- 2.9. Assist with recruiting staff and volunteers, if relevant.
- 2.10. 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 simple quarterly monitoring reports.
  - 3.5. Collect and record membership subs fees, and manage the expenditure of the subs 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 organise activities and work together as appropriate.
- 5. Policy, practice and other duties**
- 5.1. Provide appropriate administrative records.
  - 5.2. Responsible for implementing Autism Family Support Oxfordshire policies and practice, in particular Safeguarding Children, Safeguarding Adults, Confidentiality, Risk Assessments, Equal Opportunities, and Health and Safety.
  - 5.3. Responsible for completing Risk Assessments and support plans when required.
  - 5.4. Responsible for reporting any Health and Safety concerns.
  - 5.5. Ensure staff, volunteers and parents/carers are aware of issues around safeguarding children, confidentiality and risk assessment.
  - 5.6. 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, AFSO, and 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 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, plus Bank Holidays, 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 next page**

# PERSON SPECIFICATION

## Job title: Youth Group Coordinator (Wednesdays)

Candidates must have all the experience and skills listed as 'essential' and must demonstrate this in SECTION FOUR of the Application Form. These criteria will be assessed in the shortlisting process.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>		
Senior / substantial responsibility for managing and leading group work with young people.	✓	
Experience of working with young people on the autism spectrum.	✓	
Working with young people with emotional and behavioural difficulties	✓	
Creating and implementing autism-friendly support strategies.	✓	
Managing and motivating staff and/or volunteers	✓	
Administrative duties to organise activities and create simple reports (e.g. emails, record keeping, booking activities)	✓	
Implementing Safeguarding Children/Adults, Confidentiality, Equal Opportunities and Health and Safety policies	✓	
Handling confidential information, and maintaining accurate records	✓	
Writing risk assessments	✓	
Delivering formal and/or informal training to staff / volunteers, or evidence of your experience and ability to do so.	✓	
Communication with parents/carers		✓
<b>Qualifications and Knowledge</b>		
Qualification in Youth Work or equivalent qualification		✓
<b>Personal Qualities &amp; Skills</b>		
Exceptional organisational skills	✓	
Good written and verbal communication skills	✓	
Excellent interpersonal skills and diplomacy	✓	
Good time management and punctuality	✓	
Able to model, encourage and support good social skills	✓	
Ability to lead and motivate others	✓	
Patience and empathy	✓	
Flexibility	✓	
Non-judgemental	✓	
Good computer skills using Word and Outlook	✓	
Creativity and a sense of fun in a youth group setting	✓	
<b>Specific requirements</b>		
Committed to work Wednesday 6pm-9:30pm plus the additional time	✓	
Driver with own car and dependable to travel to the youth group venue and occasional offsite activities across Oxfordshire.	✓	
A satisfactory Enhanced DBS check and 2 references, which will be organised by AFSSO for the successful candidate.	✓	

### 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)