



## Job description and person specification

### Youth Work Coordinator

This role will manage and develop our youth work with autistic young people who do not have a Learning Disability. This rewarding role is at the forefront of our aim to nurture, enable and inspire young people – typically we work with young people for many years and you will be part of their journey of growth. You will oversee our youth groups, organise and coordinate our Summer and Easter holiday activities, and engage with our young people. The job requires exceptional organisational skills, a proactive nature, creativity, good leadership skills, experience of running group work with young people, and a sense of fun.

**Job Title:** Youth Work Coordinator

**Salary:** £19,260 (£28,500 FTE)

**Hours of Work:** 25 hours per week  
Office hours. You are required to work during the Easter school holidays, and at least 4 weeks during the Summer school holidays. Occasional evenings and Saturdays by arrangement.

Our son gained confidence, friends and flourished in the caring and supportive holiday activities and youth groups.

**Location:** Hybrid working. Working from home with periodical working from an office site in Oxfordshire. Plus working at activity venues across Oxfordshire in Easter and Summer school holidays, and periodical visits to our youth groups. Flexibility and full UK driving license with own car is required.

**Reporting to:** Chief Executive Officer (CEO). Advisory support will be provided by the CEO.

**Responsible for:** Line management of youth group staff, casual Support Workers, and volunteers.

**Working alongside:** Family Support team, and volunteers.

#### MAIN PURPOSE OF THE JOB

Manage and develop youth work with young people aged 8 - 25 who are autistic without a Learning Disability. To line manage youth group staff. To organise, promote, and lead Easter and Summer holiday activities.

## MAIN DUTIES INCLUDE:

- Line managing youth group staff and leading the development of our three Youth Groups.
- Line managing casual Support Workers and volunteers.
- Organising, promoting, and leading our Easter and Summer Activities, which total 28 days over Easter and Summer school holidays. Coordinating sessions and supervising support workers.
- Managing referrals to our youth groups and Easter and Summer Activities.
- Ensuring children and young people are supported to participate and enjoy our holiday activities and youth groups.
- Developing the active participation of young people and enable their voice to be heard.
- Liaising with our Family Practitioners to ensure young people and their families are supported and empowered.
- Liaising with parents, carers and professionals as required.
- Maintaining accurate records and functional planning.
- Upholding AFSO policies and contract agreements.
- Monitoring and evaluating our activities, producing records and reports as required.
- Leading our Youth Action Team (YAT), in collaboration with other staff.

When there were no other youth clubs or activities that my son could attend, the **AFSO holiday 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!

## RESPONSIBILITIES

### 1. Organise, promote, and lead holiday activities for young people.

- Responsible for organising our Easter and Summer Activities for young people who are aged 8 – 18 years and are autistic, without a learning disability. Organising a total of 28 activity days across the Easter and Summer school holidays.
- Use initiative to identify needs and opportunities, and develop creative and fun activities.
- Build relationships and partnerships with other providers.
- Manage a small budget.
- Manage the bookings process for our Easter and Summer Activities, including meeting children to assess suitability of our services.
- Liaise with parent/carers during the bookings process for holiday activities, and create support plans and risk assessments for children, if needed.
- Create all admin materials to enable efficient running of the activities.
- Lead the holiday activities, coordinate and supervise Support Workers.
- Work directly with young people in groups and 1:1 as required, creating and implementing autism-specific support strategies when needed.
- Monitor any medical needs of children in conjunction with staff, brief staff and arrange any staff training as necessary.
- You are required to work during the Oxfordshire Easter school holidays; and at least 4 weeks during the Oxfordshire summer school holidays.

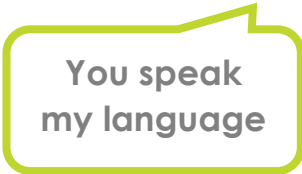
### 2. Line manage and develop youth groups.

We run three youth groups. Each group is led by a Youth Group **Leader** and assisted by Support Workers. Groups run during term-time only. You will oversee the management and development of our youth group service, line manage staff, and occasionally visit each youth group to liaise with staff, engage with young people, and develop the service.

- Manage referrals to our three youth groups and, if needed, meet young people to assess the suitability of our service, create support plans and risk assessments.
- Line manage Youth Group Leaders, Youth Support Workers, and volunteers.
- Liaise with and support Youth Group Leaders regarding operational matters.
- Develop activities and projects in partnership with Youth Group Leaders.
- Liaise with the Youth Group Leaders to co-produce autism-specific behavioural support strategies for young people, when needed.
- Creatively gather feedback from young people, parents, staff and partners to develop current and new activities.
- Occasionally visit each youth group to liaise with staff, engage with young people and develop the service.

### 3. **Manage staff and volunteers.**

- Line manage and carry out periodical supervision for Youth Group Leaders.
- Line manage and offer supervision to Support Workers and youth group volunteers.
- Ensure staff receive appropriate induction and ongoing training.
- Support staff to take an active role in planning and delivering our activities.
- Plan and allocate sufficient staffing at youth groups and holiday activities.
- Develop the professional development of our Activities Team, provide mentoring as required.
- Demonstrate quality leadership and management.
- Assist with recruitment of all youth group and holiday activity staff.
- Recruit youth group volunteers.



You speak  
my language

### 4. **Develop and lead our Youth Action Team (YAT).**

- Develop YAT projects to ensure young people have a strong voice in developing AFSO's work, as well as have their voice heard in the wider community.
- Develop engagement with young people.
- Work directly with the young people, in collaboration with other staff.

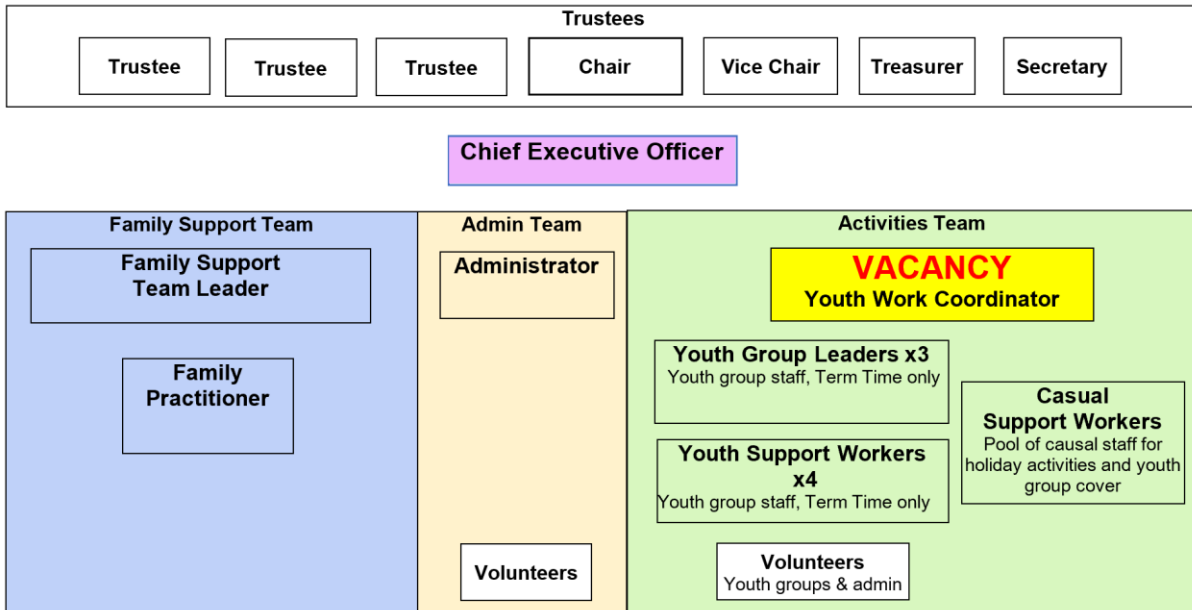
### 5. **Work with statutory, voluntary, and other services.**

- Identify, initiate, and develop new services and partnerships.
- Build internal and external relationships to manage and develop our activities service.

### 6. **Policy and procedures.**

- Follow safeguarding procedures.
- Carry out risk assessments, building and venue checks.
- Responsible for record keeping and correspondence relevant to the post.
- Produce monitoring and evaluation data and reports.
- Develop and maintain confidential information systems.
- Ensure policies and processes are upheld.

# Organisation Chart



## Your typical working week

**Organising holiday activities**  
(a mix of old favourites and new ideas)

**Advising and supporting youth group staff**

**Recruiting volunteers and casual staff**

**Managing new youth group referrals**

**Engaging with young people for feedback, ideas and projects**

**Liaising with parents/carers**

**Measuring impact and developing our youth work**

**Leading staff at holiday activities**  
(Summer and Easter school holidays only)

**Writing risk assessments**

**Due to the creative nature of this role, you will be able to confidently and frequently use initiative, be self-motivated, and work independently**

# PERSON SPECIFICATION

## Job Title: Youth Work Coordinator

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

Experience	
<ul style="list-style-type: none"> <li>Leading group work with young people or adults - planning and managing activities</li> <li>Supporting autistic young people or adults.</li> <li>Managing and developing a small team of staff and/or volunteers.</li> <li>Minimum 1 years' experience of organising and managing activities or events.</li> <li>Creating and implementing behaviour support strategies.</li> <li>Working independently and managing own diary with initiative and self-motivation.</li> <li>Building and initiating creative working relationships and partnerships.</li> <li>Implementing Safeguarding, Data Protection and Health and Safety policy and procedures.</li> <li>Writing, implementing, and reviewing Risk Assessments.</li> <li>The ability to liaise with parents, carers, professionals and other agencies in a professional way, representing the organisation positively.</li> </ul>	<b>Essential</b>
Qualifications, training, and knowledge	
<ul style="list-style-type: none"> <li>Excellent knowledge and understanding of autism with and without a learning disability.</li> <li>Good knowledge of autism specific techniques, strategies and good practice.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>NVQ Level 3 qualification in the field of youth work, community work, or social care</li> </ul>	<b>Desirable</b>
Job related aptitude and skills	
<ul style="list-style-type: none"> <li>Highly organised and reliable.</li> <li>Able to prioritise tasks, meet deadlines and manage own diary.</li> <li>Initiative and creativity to organise new and exciting activities for young people.</li> <li>Confidence and motivated to work independently, acting on own initiative with minimal supervision.</li> <li>Ability to nurture, enable and inspire autistic young people.</li> <li>Excellent written and verbal communication skills.</li> <li>Excellent social skills.</li> <li>Competent in Microsoft Word, Outlook, and Excel.</li> </ul>	<b>Essential</b>
Other requirements	
<ul style="list-style-type: none"> <li>Own car and able to travel independently within Oxfordshire.</li> <li>Able to work during the Easter school holidays, and at least 4 weeks during the summer school holidays, and occasional evenings and Saturdays</li> <li>This post is subject to a satisfactory Enhanced DBS check and 2 satisfactory references.</li> </ul>	<b>Essential</b>

### 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)