



Job Description and Person Specification

Youth Group Leader (Wednesdays)

This is a 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, be listened to, and organise and lead 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 Leader (Wednesdays)

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 core working hours include the staff briefing, youth group session, staff debrief and pack away. 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. 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: Youth Work Coordinator (line manager).

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 autistic young people in a group setting.

- 1.1. Responsible for delivering and developing a social, fun, nurturing, and safe youth group for independent young people who are autistic 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.
- 1.5. Facilitate and support members to socialise and build friendships during sessions and maintain the connections outside of our sessions.
- 1.6. Enable the young people to make group decisions and organise and lead the youth group sessions themselves. We actively encourage and support independence skills and the service being user-led.
- 1.7. Support Senior Members (young people with more responsibility) to lead the group.
- 1.8. Monitor attendance to the youth group, liaise with parents when necessary and organise leaving plans for members.
- 1.9. Maintain good communication with the parents/carers of youth group members, as appropriate.
- 1.10. Maintain good relations with the venue staff, as appropriate.
- 1.11. Responsible for implementing policy and procedures and to promote general good practice within the youth group.
- 1.12. 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, volunteers 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 line manager to ensure staff and volunteers have the necessary skills and training.
- 2.6. Attend occasional one-to-one meetings and staff meetings with the line manager.
- 2.7. Undertake appropriate training as identified with the line manager.
- 2.8. Assist with recruiting staff and volunteers, if relevant.
- 2.9. Contribute to training for staff and volunteers, if relevant

3. Administration and finance

- 3.1. Maintain attendance records and appropriate administrative records.
- 3.2. Record any incidents/accidents and safeguarding concerns and report to the line manager.
- 3.3. Provide the line manager with simple quarterly monitoring reports.
- 3.4. Manage expenditure of petty cash for weekly costs and activities.
- 3.5. Responsible for completing Risk Assessments and support plans when required.
- 3.6. Assist the line manager with developing the youth group.

4. Local community, organisations and other agencies

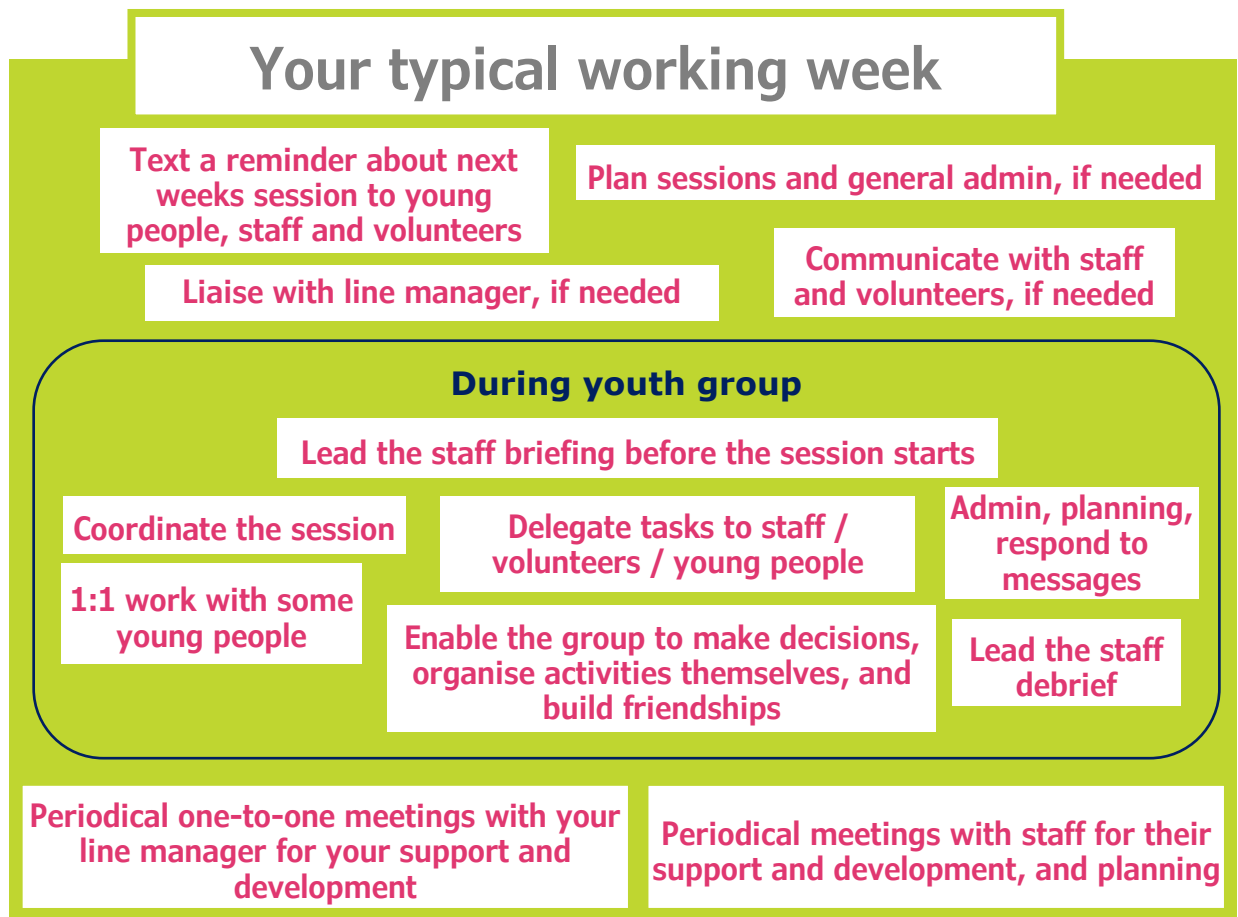
- 4.1. Liaise with the local community and other agencies to organise activities and work together as appropriate.

5. Policy, procedures and other duties

- 5.1. Responsible for implementing Autism Family Support Oxfordshire policies and procedures, in particular Safeguarding Adults, Data Protection, 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, 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 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 Leader (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
Experience		
Senior or substantial responsibility for managing and leading group work with young people.	✓	
Experience of working with young people on the autism spectrum.	✓	
Creating and implementing autism-friendly support strategies.	✓	
Managing and motivating staff and/or volunteers	✓	
Delivering formal or informal training or mentoring to staff / volunteers, or evidence of your ability to do so.	✓	
Administrative duties to organise activities and create simple reports (e.g. emails, record keeping, organising activities)	✓	
Implementing Safeguarding Adults, Data Protection, Confidentiality, and Health and Safety policies	✓	
Handling confidential information and maintaining accurate records	✓	
Working independently and reliably, with little supervision.	✓	
Good computer skills using Word and Outlook	✓	
Communication with parents/carers		✓
Qualifications and Knowledge		
Qualification in Youth Work or equivalent qualification		✓
Personal Qualities & Skills		
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	✓	
Non-judgemental	✓	
Creativity and a sense of fun in a youth group setting	✓	
Specific requirements		
Committed to work Wednesdays 6pm-9:30pm plus the additional time during school term-time	✓	
Driver with own car and can reliably 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 AFSO for the successful candidate.	✓	

To apply for this post

Visit our website: www.afso.org.uk/vacancies

For specific enquiries about the vacancy please contact:

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