



ACTION FOR AUTISTIC SPECTRUM DISORDERS

Registered Charity No: 1089341

10<sup>th</sup> May 2021

Dear applicant

**RE: Job pack for Children's Activity Programme Supervisor**

Thank you for your interest in our vacancy. Contained in this pack are the details about the position available. The closing date for all applications is **4pm on Friday 28th May 2021**. Please return completed forms to the address below or email [katie@actionasd.org.uk](mailto:katie@actionasd.org.uk).

We are looking to expand our team of staff who work with families, children and young people with a diagnosis of Autistic Spectrum Conditions at the Autism Support Centre, Burnley. We want an enthusiastic supervisor to help us co-ordinate our respite/activity programme for autistic children, young people and their families living in East Lancashire and Blackburn with Darwen.

If you have any questions or queries please contact the children's services manager, Amy Whittle, on 01282 415 455 or email [amy@actionasd.org.uk](mailto:amy@actionasd.org.uk).

Please note, we expect a large volume of applicants, therefore if you have not been invited for an interview by Friday 4<sup>th</sup> June 2021, please assume you have been unsuccessful at this time.

We look forward to receiving your application.

Kind regards

Action for ASD

## Job Description

**Based at:** Autism Support Centre Burnley, King Edward House

**Responsible to:** Children's Project Manager & Assistant Manager

**Salary: £19,110 (pro rata)**

**Hours: 21.5 hours per week (Term Time - Monday/Wednesday/Friday (4.00 – 8.30pm Saturdays 9am to 5pm)**

**(School Holidays –  
Tuesday/Wednesday/Thursday 9am to 4pm)**

### Job Summary & Purpose

To supervise and coordinate Action for ASD's children's service activities and clubs for autistic children and young people aged 0-25 years, ensuring quality provisions and delivered within a safe and secure environment.

- To help plan, prepare and deliver social and leisure activities and opportunities at the Autism Support Centre for autistic children and young people and their families. To support the development and delivery of funded respite sessions including family sessions, junior and senior sessions and the transition group for 16-25 year olds.
- To provide support and supervision to play support workers and volunteers ensuring they deliver a quality service to children and young people accessing the service.
- To work as part of a team, including volunteers, and the Children's Project Manager and Assistant Project Manager to provide fun and accessible play and social opportunities for autistic children and young people
- The activity programme supervisor will also work with families/carers to enhance their understanding of autism and provide them with advice and support when required.
- To complete administration tasks in accordance with running a social session and activity i.e. registers, finance procedures and report writing, alongside the assistant manager and children's service manager
- To deal with session bookings and liaising with parents and carers when transitioning children on to the different sessions.
- Assist in the promotion of Action for ASD's activities and sessions to ensure that attendance is maximised.

### Main Tasks

- To support the development and delivery of a range of social and play opportunities for children and young people who are affected by autism and to utilise autism specific approaches to support the development of social and communication skills.

- Undertake direct work with children in consultation to improve motor skills, social skills, communication skills and personal development - both at the centre and other community settings. This may include personal care.
- To help set up play equipment and resources and ensure activities are ready for sessions.
- Undertake work with siblings of children with ASD when identified and provide them with age-appropriate information about autism and emotional support as required.
- Consulting with the children and young people within the youth panel, to gain feedback regarding the sessions and outcomes.
- Administering first aid where necessary, recording and reporting on accidents and incidents if and when needed.
- To complete pre and post session check-ups and record information
- To ensure that the Health and Safety and Safeguarding aspects of the activities are adhered to in line with Action for ASD's policy and procedures.
- To contribute to reports for the Children's Project Manager, funders and for Action for ASD management when requested.
- To appropriately record outcomes and gather appropriate feedback when required to do so.
- To attend supervision and team meetings where appropriate.
- To attend necessary training and development opportunities relevant to the role and organisation.
- To follow Child Protection Policy and Safeguarding Procedures.

## General Responsibilities

- Co-operate with Action for ASD staff in maintaining good relationships with outside agencies and the general public to uphold the organisation's image and win increased support for its work.
- Promote a positive image of autism, the children's service and Action for ASD
- Ensure awareness and observation of Fire and Health & Safety Regulations
- Attend and participate in staff training opportunities and staff meetings as required
- Carry out other duties as are within the scope spirit and purpose of the job, the title of the post and its grading as requested by your line manager or his/her higher level of authority.
- To attend necessary training and development opportunities relevant to the role and organisation.
- Develop and maintain effective relationships with the local community, local schools, statutory bodies, other voluntary sector organisations and other staff within Action for ASD.
- Inform the Fundraising Team of any possible fundraising opportunities you may come across, for them to investigate.
- Inform the Children's Services Manager of any opportunities to further develop partnerships and links to improve the services offered to individuals with an Autism Spectrum condition and their families.

## Confidentiality

Maintain confidentiality of all areas of Action for ASD and its work. The nature of the work within the organization, entrusts people with confidential information about service users, their family and other staff. Any breach of this confidentiality will constitute gross misconduct.

**Note**

The job description reflects the present requirements of the post. As duties and responsibilities of this post change and develop, it is expected that support staff will need to take on other tasks in keeping with the job description.

This post involves work outside normal working hours in the evenings during the week and weekends and the post holder will be required to work during school holidays.

The project is ongoing and is continually developing. The post is contracted initially for one year and has a three-month probationary period.

**Indicated below are areas of special consideration in terms of working conditions of the job:**

**Travel**

Travel within East Lancashire - Visiting statutory authorities, outside agencies, individuals etc. An allowance of 45p per mile will be made for any mileage covered.

**Working Environment**

ACTION for ASD operates a no smoking policy.

**Pressures Inherent in Job**

The job holder will frequently be in contact with people with an Autism/ASC and carers, who are under a great deal of stress, therefore certain qualities listed under E in the Employee specification are essential.

**Employee Personal Specification**

Listed below are the requirements of the job in terms of what a candidate will need to offer, to be able to perform the job effectively.

The cross (X) indicates whether these requirements are essential or desirable:

Description of Category	Evidence	Essential	Desirable
<b>A. Qualifications</b>			
Degree level qualification in children & young people, youth work  Or  NVQ Level 3 qualification in children & young people, youth work	<b>App Form</b>	<b>X</b>	
Driving Licence	<b>App Form</b>		<b>X</b>

<b>B. Knowledge</b>			
Awareness and understanding of Autism/ASC	<b>Interview</b>	<b>X</b>	
Experience of running activity sessions for children and young people age 0-25 years	<b>Interview</b> <b>App Form</b>	<b>X</b>	
Understanding of the needs and difficulties of children and young people with a diagnosis of Autism and their families	<b>Interview</b> <b>App Form</b>	<b>X</b>	
Knowledge of legislation relating to safeguarding	<b>Interview &amp; App form</b>	<b>x</b>	
Knowledge of the use of Visual Structure to Support autistic individuals (Signs, Symbols and Schedules)	<b>Interview</b> <b>App Form</b>		<b>X</b>
Knowledge of HSE Requirements (Health and Safety Executive)	<b>Interview</b> <b>App form</b>		<b>X</b>
<b>C. Skills</b>			
Good Level Communication skills (written and verbal)	<b>App Form</b> <b>Interview</b>	<b>X</b>	
Ability to activities suitable for children and young people and their families	<b>App Form</b> <b>Interview</b>	<b>X</b>	
An ability to work in settings in which the atmosphere may be highly emotive	<b>Interview</b>	<b>X</b>	
Ability to work as a team, leadership & supervision skills	<b>Interview and App form</b>	<b>x</b>	
Good standard of report writing	<b>App Form</b>		<b>X</b>
Ability to communicate sensitive information to a range of personnel	<b>Interview</b>	<b>X</b>	
Knowledge of Computer Applications (Microsoft Office)  -skilled in the use of Excel	<b>Interview</b>	<b>x</b>	

<b>D. Work Experience</b>
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Experience of paid or voluntary work with autistic children and young people	<b>Interview</b>	<b>x</b>	
Experience of working as a team, organising staff rotas and leadership	<b>Interview</b>	<b>x</b>	
Experiences of planning, preparing and delivering social activities for children and young people age 0-25 years	<b>Interview</b>	<b>x</b>	
Experience of writing reports and record keeping	<b>Interview</b>		<b>X</b>
Working in the Voluntary Sector	<b>App Form</b>		<b>X</b>
Experience of Health/Education/Social Care Roles	<b>App Form Interview</b>		<b>X</b>
Experience of Positive Behaviour Management	<b>App Form Interview</b>		<b>x</b>
Experience of monitoring, use of spreadsheets to record data, completing registers	<b>Application Form</b>	<b>x</b>	
Experience of supporting parents and carers	<b>Interview</b>		<b>x</b>
<b>E. Personal Qualities</b>			
An ability to interact effectively with children, staff and members of the charity	<b>Interview</b>	<b>X</b>	
An ability to work independently, reliably and consistently with work managed and agreed at regular intervals	<b>Interview</b>	<b>X</b>	
An ability to plan and prioritise	<b>Application form</b>	<b>X</b>	
Ability to cope under pressure and remain calm	<b>Interview</b>	<b>X</b>	
Willingness to undergo an enhanced DBS check	<b>Application form</b>	<b>X</b>	
Ability to cope with emotional circumstances	<b>Interview</b>	<b>X</b>	
Ability to cope with personal conflict	<b>Interview</b>	<b>X</b>	
Ability to accept and use supervision appropriately and effectively	<b>Interview</b>	<b>X</b>	
Essential Car User	<b>Application form</b>		<b>x</b>