

Autism Practitioner / Youth Worker

Autus Cumbria

About Autus



Image – Outdoor Activity Day Kepplewhay May 2021

Autus Cumbria supports autistic children and adults by offering social opportunities, support, training and advocacy. We are a small not-for-profit organisation with a big heart – offering a helping hand, friendly face and support for autistic people and their family, friends and colleagues.

Autus is led by Jemma Swales, Donna Munro and Suzanne Steele. We are based at Walney Community Centre but offer one-to-one support, clubs and activities at various venues across south Cumbria.

For more information see our website at: <https://www.autuscumbria.com/>

If you would like this Job Pack in a different format, please email info@autuscumbria.co.uk We welcome potential candidates contacting us.

JOB DESCRIPTION

We are looking to recruit an **Autism Practitioner/ Youth Worker** to join our small but highly motivated team based in Barrow, Cumbria working to improve lives of autistic young people and their families.

The successful candidate must have a genuine talent, interest and experience in one-to-one work with autistic individuals. This would form a part of their work funded under a Targeted Youth Outreach Programme for young people aged 10 - 19 years who have increased vulnerability to poor mental wellbeing due to the COVID pandemic.

You will also be responsible for co-ordinating our youth groups, including organizing activity days or visits through partnership work with other specialist organizations and leading our volunteer programme.

You will also play a role in work on development of services involving preparing funding applications, managing projects and expanding our training offer.

Specific Responsibilities

One-to-one Work

- You would engage with 20-25 clients over the year on a one-to-one basis, some for periods of a few weeks, others for longer periods.
- Work in partnership with families and other key people in the young person's life, as well as with professionals from other organisations involved with young people such as social care, health, police, education, youth offending teams and local authorities, in order to build a strong support network
- Support young people in different settings, including outreach work, mentoring, coaching and supporting individuals and encouraging greater social inclusion.

Youth Work Co-ordinator

- Assist with staffing youth groups either on a regular basis or to cover staff absences.
- Develop a relationship with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society while establishing boundaries and challenging inappropriate behaviour.
- Offer or source additional targeted support to group members who are struggling.
- Work with our youth group leaders and staff to run occasional or regular activities within our existing youth groups that support self-esteem, skills and confidence through partnership work with other specialist organizations. For example, workshops on film making.
- Take a lead on our volunteer programme, maintaining current volunteers and recruiting and supporting volunteers to assist at clubs and activities when required.
- Ensure adherence to relevant company policies and procedures and update as needed.
- Undertake administrative tasks, maintain effective recording systems and respond to queries.

Training

- Attend training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments.
- Co-ordinate training for team members such as first aid refreshers.
- Where appropriate, organize and deliver training to expand the training on offer by Autus Cumbria including training provided to local professionals, families and autistic individuals.

Publicity

- Raise awareness of Autus Cumbria and its work at local level through social media, updating our website page, giving talks to groups, seeking photo opportunities with the media and writing press releases.
- Represent Autus Cumbria at meeting with Local Authorities, voluntary and community organisations and local forums as required.

Project Management and reporting

- Coordinate project activities, resources, equipment and information
- Help to manage funding budgets
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to other stakeholders
- Create and maintain comprehensive project documentation, plans and reports
- Undertake other duties as required by the directors

Other requirements

The post holder may be required to work non-standard hours on occasions to cover meetings, youth groups or community events.

The job description is not intended to be exhaustive in terms of responsibilities within the job, nor can it be. It is a reflection of the present requirements. The actual job content will be subject to regular review on discussion with the postholder.

The post will result in the post holder having contact with vulnerable children and adults. Autus Cumbria therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, The Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders of cautions, including those which would normally be regarded as spent. The successful candidate will be subject to Disclosure and Barring Services (DBS).

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	Degree or Equivalent in relevant area And / or strong record of professional progression or lifelong learning outside the workplace. Level two Safeguarding qualification	Qualifications or training in one or more of the following areas: <ul style="list-style-type: none"> • Psychology qualification • Coaching qualification • Teaching qualification • Social work qualification • Experience of GDPR Legislation
Experience	Experience of working with autistic young people preferably as a one to one practitioner Experience of developing strong working relationships with families, support workers and other agencies.	Experience of working within a youth work setting Teaching or Training experience Experience of lone working in family settings
Knowledge	Knowledge and understanding of autistic spectrum conditions Health, safety and risk awareness	Knowledge of relevant local networks including autism providers in the statutory and third sector.
Skills and Aptitudes	Ability to engage with a wide range of people A high standard of listening, oral and written communication skills A good listener able to validate the experiences of those you are working with Ability to maintain accurate and up to date records Ability to work effectively with other agencies	Previous experience of working with volunteers Ability to update website pages Excellent IT skills in respect of Microsoft Office, Word, Excel and Google Docs
Personal Circumstances	Passionate about Autism Patient and creative Good organisation skills and an ability to organise own time effectively Commitment to lifelong learning Ability to work nonstandard hours Full Driving Licence Ability to travel a wide geographical area	Positive attitude towards problem solving and getting things done
Other requirements	Promote Equality, Diversity and Inclusion	

SUMMARY OF TERMS

Contracted Hours

20 to 32 hours per week to be mutually agreed – Flexible working.

Salary

£24,000 - 26,000 per annum pro rata, dependent on experience

Annual Leave

25 days Annual Leave per annum pro rata

Employment Type

Fixed term for one year Part Time. This may develop into a longer-term role which could evolve to suit the capabilities and experience of the person appointed.

Probationary Period.

All employees are subject to a 6-month Probationary Period.

Health and Safety

All employees must comply with the statutory legislation contained in and relating to the current Health and Safety at Work Act. Compliance also includes all Health and Safety Policies, Procedures and Guidance set out by Autus Cumbria.

HOW TO APPLY

If you wish to apply for the position, please provide the following information by 6pm, Sunday 10th October 2021

- A comprehensive CV
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your past experience matches the role, job description and person specification

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference, prior to making an offer. This will be discussed at interview.

All offers of employment are subject to the receipt of Satisfactory References, Proof of eligibility to work in the UK and enhanced DBS disclosure.

Should you wish to apply in an alternative format please email info@autuscumbria.co.uk

Please submit your application by email with Autism Practitioner in the subject line to info@autuscumbria.co.uk.

RECRUITMENT TIMELINE

Application Deadline: 6pm, Sunday 10th October 2021

Shortlisted candidates will be notified by Tuesday 12th Oct if they will be invited to an interview in the week 18th - 22th October 2021.

Interviews

Interviews will be held in the week 18th - 22th October either online or in person at our Walney Office. Please let us know in your application of any days when you will not be available during that week.

We recognise standard interview formats do not suit everyone, please let us know if a standard format may be difficult for you and what we can do to assist. We will respond to all applications and will advise interviewees of interview length and topics to be covered in advance.

Contract commences: As soon as possible.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Autus strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Autus welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy.