Job Description

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| **Job Title**: | ASD Youth Club Assistant |
| **Hours:** | 6 hours per week to include:  Tuesday evenings 6 – 9pm  Friday evenings 6-9 pm (Parkmore, 284a Ormeau Road, Belfast BT7 2GB)  This role will involve evening and weekend work. It is expected that the post-holder will work flexibly to meet business requirements and cover leave/absence within the Autism and Social Communications Programme as required. |
| **Base:** | Sólás Office: Parkmore, 284a Ormeau Road, Belfast BT7 2GB |
| **Responsible to:** | The Youth Club Coordinator who reports to the Managing Director. |
| **Responsible for:** | To support the implementation and development of the Sólás Youth Programme in line with good practice and exceeding minimum standards set by statutory bodies.  The Assistant will be responsible for collaborating with the other youth staff to deliver this service to young people aged 11 to 17 with autism and their families at our youth club. The postholder will be responsible for engaging with young people, supporting the appropriate and best practice inclusion of volunteers in the Programme, adherence to required standards, liaising with service users and their families, and networking and developing partnerships in the local community and statutory sector where appropriate. He/she will also be required to work alongside the Sólás Director and other Sólás staff to ensure that the Youth programme contributes effectively to the wider Sólás organisational objectives. |

**Role Summary:**

The Champ Youth club is part of our Autism and Social Development Programme in Sólás. This programme delivers activities for children with autism and younger children diagnosed with autism or ASD. The programme includes: an afterschools programme running Monday to Friday during term time, a term time Saturday morning club, a summer scheme programme, a family support programme and an early intervention programme.

The Assistant will be responsible for supporting the overall implementation, development and sustainability of the youth club, with a focus on ensuring adherence to very high quality services and outcomes; compliance with all relevant statutory service standards; quality improvement; liaising with parents and families to keep them updated on the activities their child participated in, and working with staff and volunteers.

**Key Responsibilities:**

Contribute to the smooth running of the youth club sessions, so as to meet the needs of the children, families, community and wider Sólás objectives.

Work with the staff and volunteers to deliver activities at the club in line with legal, statutory and organisational requirements, ensuring that the programme exceeds good practice recommendations.

Support delivery of a range of activities for the effective running of the youth club each week, to include booking venues, organising transport, etc.

Assist with setting up the venues as required, ensuring the space is clean and safe and any rooms used are effectively tidied up and left to a high standard at the end of sessions.

Work closely with the young people in our care, acting as a ‘listening ear’ or mentor where necessary to those who face challenges aside from their disability, such as bullying, mental health issues, family issues etc.

Support the delivery of weekend residential trips approximately twice a year.

Work alongside colleagues within Sólás as well as members of relevant multidisciplinary teams/networks and other professionals to ensure a comprehensive and seamless support service for young people with autism and their families.

To work as an integral member of a team, ensuring the contribution of the Youth Programme to the wider organisational objectives.

Assist with ensuring the club is run effectively in line with statutory guidelines to the highest standards, including preparation for annual inspections by the Education Authority.

Assist with ensuring the regular monitoring and review of the Youth programme, maintaining appropriate recordings of such and implementing any identified improvements to the programme.

Work directly with the parents and immediate family members of the young people accessing the youth club, updating them on their child’s progress, any issues encountered and generally taking a personal approach.

To promote the work of the Youth Programme and the other Sólás Programmes at all opportunities.

Assist with ensurinmg the Youth programme in Sólás maintains absolute integrity and confidentiality in relation to personal issues and care of young people, their parents/ carers and their family networks.

**Personal Responsibilities:**

To adopt a flexible approach to working hours in order to deliver flexible support and care and to support the best interests of the young people in our care.

Participate in appropriate training as directed by Sólás and highlight own training needs.

**Organisational Responsibilities:**

Adopt a proactive approach in promoting Sólás and activities relating to the programmes.

Work alongside the rest of the Sólás staff team where appropriate, including contribution towards initiatives designed to further the work of Sólás such as the quarterly newsletter, volunteer week activities, Family Fun Day etc.

Liaise and communicate with other staff members, including responding to staff emails promptly, taking the initiative to work in partnership with colleagues for the advancement of the programme and Sólás in general, and taking part in fayres and promotional events where appropriate.

Assist with ensuring funding guidelines are met for the youth programme, with consideration to costs, budgeting and the overall financial viability of the programme within Sólás.

& any other duties deemed necessary by the management of Sólás.

**N.B. This job description is not definitive or restrictive and may be modified to meet the changing needs of Sólás.**