



Early to Primary Years' Programme Co-ordinator

JOB DESCRIPTION

1. Job Details	
Job Title:	Early to Primary Years' Programme Co-ordinator
Contractual Status:	1 year (renewable according to funding availability)
Organisation:	HOPE for Autism
Location:	North Lanarkshire based
Reporting to:	Project Manager and Autism Lead
Closing date:	Midnight 21 st August 2022
Start Date:	TBC
2. Job Purpose	
	<p>To develop and co-ordinate a programme of social groups and activities for autistic children and young people (CYP) (aged between 3 and 12 years) in North Lanarkshire that meets a wide range of CYP needs, interests, strengths, and abilities. To demonstrate excellent leadership skills in line-managing and coaching a core team of staff to deliver fun social groups and activities that incorporates Good Autism Practice and Children's Rights. To actively promote and celebrate neurodiversity and CYP's understanding of autism to help them develop a strong sense of identity and belonging. To use different supports and strategies to help build upon CYP's social, emotional, and self-advocacy skills within a social group setting. To work as part of a team to develop a transition pathway for CYP into HOPE and to access other meaningful social/recreational opportunities within the wider community. To establish strong, positive relationships with families and maintain appropriate communication with them.</p>
3. Key Responsibilities	

Planning and Organising

- Create, implement, and evaluate a bespoke programme of weekly social groups and activities for autistic children and young people in North Lanarkshire, including Easter, Summer, and Christmas programmes
- Prior to a child or young person attending a group, arrange to meet with the family to allocate group placements appropriately
- Create and maintain a file for each child allocated in the group with all relevant information pertaining to their strengths, interests, and abilities
- Produce group activity plans for each session that incorporates the specific needs of CYP and share group activity information with families to prepare their CYP. Plans will also identify additional supports

required to help CYP communicate, make friendships, manage their emotions, and have a positive group experience

- Set and regularly review goals for each CYP in consultation with them and their families
- Plan sessions and/or events that raises awareness of autism and celebrates neurodiversity
- Positively support CYP who may become distressed within the group
- Line-manage, deploy, and meet with group session workers and volunteers regularly
- Work with the Autism Lead and the staff team to plan and support transitions to mainstream activities when appropriate

Communication and relationships

- Adapt communication to suit the communication styles of each CYP, using Augmentative and Alternative Communication where appropriate
- Use positive and inclusive language about autism in all communications with others in line with HOPE's Communication Support Policy and preferred terminology
- Keep families and staff informed regarding groups and activities through phone calls, email, text messaging, social media, and HOPE website
- Produce advertising materials and information leaflets to inform CYP and families about upcoming social opportunities and other activities/events
- Write reports where necessary for Board and Funders relevant to your role

Partnership Work

- When necessary, meet with key agencies and professionals to build strong partnerships that will benefit CYP and their families
- Participate in project work with other partners ensuring that collaborative work is mutually beneficial, and a clear joint working vision is established from the beginning

Leadership & Line Management Responsibilities

- Recruitment of group session workers and volunteers
- Make reasonable adjustments for staff who are neurodiverse and implement/identify supports needed to allow staff to be successful in their role
- Carry out induction for all new staff and identify any development needs
- Carry out staff development reviews for all staff annually with a 6 monthly review
- Produce a learning plan for the staff you line manage
- Ensure that staff / volunteers have relevant and current qualifications
- Ensure that staff / volunteers are aware of all relevant Health and Safety requirements

Health & Safety

- Responsibility for your own health and safety
- Responsibility to report any incidents that occur, carry out risk assessments and complete HOPE's Incident Forms
- Report any health and safety hazards and document in 'hand-over' book
- Ensure the building is secure before locking up

Monitoring and Evaluation

- Participate in HOPE's evaluation and monitoring scheme, including consultations, and reporting meetings
- Maintain accurate records of group activities and attendances
- Work within allocated budget
- Produce statistical information as and when required
- Use of computer software packages for documenting goals, report writing, communicating with families, producing symbols for visual supports among other tasks necessary in the role

Other

- Keep abreast of Child Protection issues, Children’s Rights as stipulated in the United Nations Convention of the Rights of the Child (UNCRC) and specific issues that affect the autistic children and their families
- To keep abreast of developments with the Scottish Strategy for Autism (2011) and use this as a benchmark to improve the quality of HOPE for Autism services
- Undertake training and reflection on professional practice where appropriate
- Carry out administrative duties in relation to your post
- Work in conjunction with the Autism Lead, Project Manager, and other staff as part of a team and participate in centre events relating to this post

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

There are a variety of challenges that come with the role in terms of staff training/development, planning and resourcing activities, liaising effectively and sensitively with families, and working in challenging/distressing situations.

Any other duties that the organisation may deem appropriate.

4. Terms and Conditions	
Salary:	£24,375 (pro-rata of 37.5 hours)
Hours:	30 hours per week
Annual Leave:	25 days plus 8 public holidays per annum pro-rata
Prob. Period:	6 months