

Foundation for Active Community Engagement (FACE)

Post Description	Team Leader - Bristol Autism Project
Employer	Foundation for Active Community Engagement (FACE)
Managed by	Disability Development Worker
Purpose of the job	To provide oversight and manage delivery of the BAP holiday programme, for both the assistant support workers and families attending, to ensure a safe and successful programme. To liaise with other Team Leader and administrative support to take and manage bookings, coordinate staff rotas, analyse data and complete reporting requirements.
Hours	14 hours p/week (2 posts, working in collaboration to cover 28 hours)

Main duties and responsibilities

Planning, Administrative and Oversight duties:

1. To liaise with Bristol City Council Bristol Autism Team to plan and deliver a school holiday activities programme including trips and social activities, which meet the needs of children with Autistic Spectrum Conditions and Social, Communication, and Interaction Needs (ASC/SCI) aged 5-18 and their families. To ensure sessions provide a warm, caring and safe environment for families and that equipment and activities are suitable and accessible; *This will involve taking an active role in planning and delivering of an activity programme and to ensure sessions run well. This will involve taking into account Equalities, Safeguarding, and Health & Safety concerns in all aspects of planning.*
2. To liaise with the FACE Admin support and other Team Leader to create and monitor efficient booking processes, deal with enquiries, and liaise with families regarding changes to booking or activities. To keep registers and maintain accurate records. To liaise with the FACE Leadership Team to ensure wider publicity and promotion (including through print and social media) of BAP programme across FACE's work; *This will involve monitoring booking processes, communicating well with colleagues and admin support, maintaining good records, and dealing with enquiries by telephone, post, and email. This will involve publicity and promotion of the service via print and online.*
3. To work within budget provided for activities and staffing rotas. To book suitable venues for activities. To risk assess activities and liaise with venues used. *This will involve liaising with the Charity Director and Admin support to ensure activities and venues are costed appropriately and expenses are dealt with. This will involve risk assessing all activities and venues for suitability. This may involve changing plans and programmes if venues become unavailable.*
4. To provide end of project reports at the end of each holiday summarising what was delivered, who accessed it, attendance data, feedback from families, added value, and any difficulties in delivery. This would also include staff feedback on any improvements for the future; *This will include collating data using online and paper systems, compiling and creating reports.*
5. To take positive steps to counter discrimination however and whenever it occurs; to observe equal opportunities legislation, and to operate within Safe From Harm guidelines; *This will involve challenging behaviour and attitudes sensitively, ensuring that everyone follows FACE's rules and policies, as well as helping to form and develop future policies and procedures. This may also include whistle-blowing if colleague's practice is witnessed which goes against the policies and ethos of FACE.*
6. To ensure the good Health & Safety of the premises used and good Well-being of all staff and participants is maintained. To act as Fire Marshal and key First Aider during the programme. To respond to any Health and Safety or Safeguarding concerns. To liaise with

line manager and Bristol Autism team in the case of any incidents, near-misses, or concerns; *This will include following Health & Safety, Fire Safety, Vulnerable Adults & Child Protection procedures, liaising with the Assistant Support Workers, Volunteers, venue managers, and reporting any concerns or issues using FACE and council reporting procedures.*

Staff supervisory duties:

7. To take an active role in the supervision of assistant support workers and volunteers and to coordinate staff rotas. To provide oversight throughout activity programme and pass on any concerns for sessional staff and volunteers to line manager; *This will involve coordinating staff rotas, and monitoring attendance and performance, reporting concerns to line manager where appropriate. This may involve providing active practical and emotional support to sessional support workers and volunteers following any incidents to ensure a session ends well. This will involve communicating with the Leadership Team regularly to update on progress.*
8. To facilitate the staff team to set up and clear away activities, complete registers and review sheets at the end of each session. To hold records securely. To participate in staff team (and individual) training, supervision, and development activities as required, in order to develop the work of FACE and the post holder's skills and abilities. *This will include being fully involved in all aspects of sessions, facilitating the team to set up/clear away, evaluating and reflecting on the work, keeping paperwork safe, and completing supervision and training as required. This will include facilitating BAP staff team meetings outside of holiday times.*

Direct duties with families/children:

9. To build appropriate trusting relationships with children attending and their families to enable them to talk openly about their hopes, feelings, and any concerns. To ensure all people are listened to and respected, and are referred on to other agencies as appropriate. To communicate clearly and effectively with children and families. To ensure children and their families are supported to engage with Bristol Autism Project and liaise especially with vulnerable families to facilitate them attending. Liaise with Bristol Autism Team to support those particularly vulnerable families who may need extra help outside of holiday times. Signpost and refer families for extra support where appropriate; *This will include building good relationships with children and parents/carers as well as with the Bristol Autism Team and 0-25 service, providing un-biased information and guidance. This will include following FACE's Information Sharing and Safeguarding procedures. This will include understanding referral processes, sign-posting and accessing other agencies. This will include supporting Assistant Support Workers with this as appropriate.*
10. To provide families with new strategies and approaches and to also support families in their techniques for behaviour management. To ensure families are aware of, and remain responsible for their children and their safety at all times at all times and work with parents to ensure the safety of the children at the session. Facilitate staff briefings in advance once 'pen portraits' of children are obtained and maintain staff communication to aid in supporting behaviour management; *This will include speaking to families about their children and any strategies for supporting behaviour. This will include working with families to establish and use the right approach for every child. This may include using experience to sensitively suggest new approaches and supporting families to find techniques that work better for them. This will involve supporting support staff and volunteers in this role.*
11. To ensure children and their families are engaged and included, and are having fun. To facilitate a team of Support Workers who are enthusiastic and engaged in activities alongside the children and families. To provide methods of evaluation and monitoring for children and families and take on board feedback from families attending to improve the programme. To celebrate children and families' active involvement and promote how it makes a difference. To have a commitment to a culture of children and young people's involvement and promote opportunities. To have a range of approaches that are in place to encourage and enable the involvement of children and young people; *This will involve ensuring activities are accessible and participants are enabled and encouraged to take part. This will involve taking a lead on motivating others to join in. This will involve creative ways to gain feedback from children and their families and acting upon feedback received.*

Person Specification

Qualifications:

A Health & Social Care, teaching, youth / play work, and / or other relevant Level 3+ qualification is essential for this post.

A First Aid qualification is essential, or a commitment to complete this before the school holiday programme begins.

Skills:

Experience of working with children with Autistic Spectrum Conditions and Social, Communication, and Interaction Needs is essential.

Experience in supervising or facilitating paid and/or voluntary staff is essential.

A range of experience working with children and/or young people and families is essential.

You must be able to communicate easily with people of all ages and backgrounds.

Awareness of Health & Safety, especially in relation to working with children with ASC and SCI is essential.

Awareness of Fire Safety, Safeguarding, Prevent, Data Protection and Information Sharing protocols are essential.

Our participants may have additional learning, communication, and/or behavioural difficulties therefore any experience in this field would be advantageous, as would a general knowledge of PECS, communication aids, Makaton, or Signalong.

You should have a good knowledge and awareness of local agencies that support parents/carers of children with autism or sensory processing difficulties and understand signposting.

You should have a good command of spoken English, to enable you to support others with their communication needs.

You should be observant and able to easily adapt to changes around you.

You should be able to work as an active part of team, as well as providing leadership to others.

You should be organised and methodical, and be able to use to maintain accurate records.

Personality:

Children can be unpredictable and demonstrate lively, challenging, or emotional behaviours so you should have an ability to work within this environment in a safe and calm manner.

You must be honest and reliable.

You should be able to work flexibly and under self-direction.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.

An ability to promote the learning of information and social skills through fun and 'safe' activities is essential, as is the ability to act as a 'listening ear' to the problems of children and families, and offer unbiased advice so that they may make their own informed decisions.

You should be fun and approachable to children, whilst able to maintain professional boundaries.

You should be encouraging and motivating to others, and a fair and trusted enabler of action. Your practice should inspire others.

N.B. FACE Safer Recruitment processes:

We will require that all our staff undergo reference checks and a DBS Enhanced Disclosure before an offer of employment is made. We will also ask you to demonstrate that you have the right to work in the UK.