



For **Autism** in North Lanarkshire

Senior Group Worker (Sports)

JOB DESCRIPTION

1. Job Details	
Job Title:	Senior Group Development Worker (Sports)
Contractual Status:	1 year (renewable according to funding availability)
Organisation:	HOPE for Autism in North Lanarkshire
Location:	The HOPE Centre, 145 Chapel Street, Airdrie, ML6 6LH
Reporting to:	Operational & Development Manager
Date:	2019
2. Job Purpose	
	To organise, operate and further develop all sports activities providing practical and emotional support to young people with an Autistic Spectrum Disorder (ASD) and their families and carers in North Lanarkshire. To fulfil grant funding requirements of HOPE. To manage a team of staff and volunteers. To maintain and further develop sports partnerships across North Lanarkshire. To report according to funding requirements.
3. Key Responsibilities	

Planning and Organising

- Organise and run all sports activities held in the HOPE Centre and in the community.
- Create or contribute to a file for each new child with all relevant information.
- Produce sport activity plans for each session.
- Set and regularly review targets for each child / young person in consultation with them and their parents / carers.
- Meet session workers and volunteers prior to each sport session and discuss plans, allocate key workers and ensure all staff are fully briefed.
- Expedite transitions to mainstream activities

Communication

- Work in a person centered manner with individuals and groups and in keeping with the organisational vision.
- Keep families and staff informed regarding sports activities through phone calls, email, text messaging, social media and the web-site.
- Produce advertising materials and information leaflets as required and to promote HOPE's sports services

- Writing reports where necessary for Board and Funders relevant to your job.
- Keep abreast of child protection issues and autism research.
- Undertake training where appropriate.
- Carry out administrative duties in relation to your post.
- Work in conjunction with the CEO, Manager and other staff as part of a team and participate in centre events relating to this post.
- When necessary, meet with key agencies and professionals about the children & young people attending the sports activities.
- Participate in campaigning issues if appropriate.

Staff Responsibilities

- Recruitment of session workers and volunteers
- 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.

Health & Safety

- Responsibility for your own health and safety
- Responsibility to report any incidents that occur and carry out a risk assessment and complete HOPE's Incident Form.
- Report and 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 monitoring scheme, including consultations and reporting meetings.
- Maintain accurate records of group activities and attendances.
- Work within allocated budget.

Any other duties that the organisation may deem appropriate.

4. Terms and Conditions	
Salary:	£13,715
Hours:	25 hours per week
Annual Leave:	25 days plus 8 public holidays per annum pro-rata
Prob. Period:	1 month