

JOB DESCRIPTION
Project Officer (Part time)

Responsible to: Director
Salary: £10per hour
Contract: 2 years
Closing Date: 17 September 2018

Because of the nature of our work, a satisfactory enhanced level Criminal Records Bureau disclosure is required for this post.

About Active Horizons

Active Horizons is a charity organisation that was set up to create a platform for young people to promote active participation and advance youth leadership. We are based in London borough of Bexley and we engage young people aged 13 – 25. Active Horizons provides a platform where young people can benefit from all social, legal and economic issues in the society.

Job purpose

The officer will play a key role in providing project development in supporting independence for young people (16– 25 years old) with (ASD) Autistic Spectrum Disorder and (ADHD) Attention Deficit Hyperactivity Disorder in preparing for adulthood.

In return we are seeking an enthusiastic person who has understanding or experience of ASD and/or ADHD. A reliable person who wants to make a difference to young people's lives by providing quality care.

The role will empower young people, to provide group work, one to one peer support, advocacy, outreach and employability skills. Focusing on the three main themes of entrepreneurship, education and mentoring

You will facilitate a weekly drop in service providing structured activities that give guidance to developing personal as well as professional skills. Mentoring will be embedded within the project; in addition to this we will have a buddying system. In addition you will conduct outreach work, engaging with wider community and key stakeholders.

KEY RESPONSIBILITIES

Youth Outreach Work and

- Direct one-to-one work with young people with ASD and ADHD
- Support young people in the management of challenging behaviour. i.e sharing strategies and techniques
- To provide an advocacy service to Young people
- Recruit and coordinate sessional workers
- Arrange meetings and workshops for young people
- To support Young people in both individual and group settings with a focus of providing information, opportunities for time out and meeting other Young people.
- Ensure the safety of young migrant and refugees to develop trusting and friendly relationships with these individuals
- To complete individual assessments with young people referred to the project and working in consultation with project coordinator to devise a time specific action plan meeting identified needs.
- Provide a range of information for the young people to suit their own personal circumstances.
- To assist in the delivery of a weekly project activities for young people.
- Advise the Project Coordinator of any concerns relating to young people
- To attend team meetings and liaise with other agencies and stakeholders
- Support in the weekly after school activities and ensure that the young people are fully engaged and participate. Be a key worker for the group of the most vulnerable and socially isolated young people, helping to ensure that the clubs are meeting their need.
- Support the young people to develop youth-led initiatives as part of the weekly activities.
- Promote and facilitate young people involvement in the day-to-day running of services and decisions about service development and delivery
- Provide outreach service in local schools, faith settlings and other agencies in order to reach the targeted young people
- Support the project co-ordinator and volunteers to empower young people and raise awareness of issues facing young people.
- Maintain and monitor a database of young people.

Monitoring and Evaluation

- Work with the Director to conduct ongoing evaluation of the project in a way which is accessible.
- Keep monitoring data to produce reports which demonstrate the outcomes and outputs for the young people and key stakeholders involved in the project

Diversity and Equal Opportunity

- Ensure that regular communications –both verbal and written – with service users are in an accessible and appropriate format.
- Work within a multi-disciplinary teams with partner organisations, to ensure the service is equally promoted and accessible to all.

General

- Maintain accurate and appropriate records of all work undertaken with service users, and produce reports as needed
- Work collaboratively with colleagues across Active Horizons: cross-referring service users, taking part in team meetings, organisational development, and being involved in Active Horizons wide events
- Work within Active Horizons' policies and procedures, and support the Director to review and develop service-specific policies and procedures as needed
- Attend regular supervision with the Director, and be willing to undertake training and professional development as needed
- Maintain an awareness of legal and policy changes and good practice, as they affect young people and volunteers.

Closing date for application is 17 September 2018

To apply please complete application form and email application to info@activehorizons.org.uk

Please insert your full name as the subject heading for your email.