

## Job Description: Activity Co-ordinator with Autism Support Louth&Meath

Autism Support Louth&Meath is currently seeking a person to work as Activity Coordinator on a full or part-time basis with our Charity.(flexible hours can be discussed) This position will initially be a 12-month fixed term with a view to making the position permanent.

Autism Support Louth&Meath is an Equal Opportunities Employer and we will be hosting Autism Friendly interviews – this means that:

- Candidates will be provided with questions before the interview upon request
- Candidates will be provided with photos of the interview panel and the interview setting before the interview upon request
- Candidates will be provided with additional information upon request
- The interview panel will not wear strong smelling perfume or cosmetics
- Body language and eye contact will not be assessed during the interview

Founded in 2003, Autism Support Louth&Meath is a local charity that provides support to autistic individuals in the Louth/Meath area and their families. As part of our support programme we deliver social camps and clubs and activities to children, teenagers and adults.

Autism Support Louth&Meath is currently seeking an Activity Co-Ordinator to work to develop and deliver our social and special interest clubs and camps and other activities. These take place afterschool and on Saturdays and during the school holidays.

The function of these activities are to support autistic children, teenagers and young adults to maximise their potential by:

- Enhancing social interaction and communication skills to support integration
- Helping to develop personal development skills
- Providing a safe and supportive environment for social interactions and leisure activities
- Meeting and engaging with other autistic people
- Enhancing community interaction and engagement
- Helping to reduce social isolation
- Providing the opportunity for people to develop or practice a hobby or interest in a safe, secure environment

## Duties

- Work with the Autism Support Louth&Meath Board and other staff to identify potential clubs, camps and activities and to research and develop a programme of activities for autistic children, teenagers and adults
- Work with the Board and other staff in identifying objectives and measurable outcomes for clubs, camps and activities
- Develop coherent and appropriate plans based on these objectives and outcomes
- Evaluate the impact of activities and adapt as appropriate
- Develop and maintain a record of activities
- Collaborate with Board and other staff, and others in the community to inform grant applications and funding requests
- Ensure programmes and activities are implemented safely and in accordance with best practice, particularly with respect to children and young people
- Deliver clubs and camps in accordance with agreed policies and procedures according to the plans and objectives of the charity
- When appropriate, advocate for Autism Support Louth&Meath Members in order to increase awareness and understanding of autism to the general public
- Communicate with Autism Support Louth&Meath Members, including parents and carers, in regards to the delivery of clubs and activities. Share relevant information with Members in relation to clubs and activities.
- Recruit and involve volunteers, with the support of the Autism Support Louth&Meath Coordinator, in clubs and activities as necessary
- To brief and lead volunteers in the delivery of clubs and camps

## Qualifications and Personal Specifications

- Third level degree or equivalent in community development, child/youth work, health promotion, family resource or other related discipline is preferred. Candidates with Special Needs Assisting or Understanding Special Needs qualification (Fetac Level 5 or 6) and with experience of working in the area of autism are also invited to apply.
- Full, clean driving license and access to car desirable
- Knowledge of Children First: National Guidance for the Protection and Welfare of Children, and commitment to Safeguarding of Children and Young People
- Demonstrate a clear understanding and awareness of autism and a passion for social justice and equality
- Experience in facilitating social and leisure activities for children, young people and adults of varying abilities
- Experience in group facilitation and direct work with children, young people and adults, particularly those with additional needs
- Excellent interpersonal communication and organisational skills

- Ability to collaborate with community organisations, contracted facilitators and other professionals to design and deliver a programme of various activities including, but not limited to: sports, arts and crafts, cooking, physical activity, STEAM (Science, Technology, Engineering, Arts & Maths)
- Ability to design a comprehensive schedule and facilitate games, activities, sports, music, drama, arts & crafts during clubs and activities
- Flexibility to work on weekends and evenings
- Ability to apply leadership skills in order to influence, motivate and enable others to achieve the organisation's aims and objectives Experience of working with autistic people

### **Employment Details**

This is a one year fixed term part-time position of between 18.5 - 24 hours per week tbc with a possibility of growth. Autism Support Louth&Meath activities will take place on evenings and weekends during school term time, and during business hours on weekdays and evenings during school holidays.

- This position will initially be a 12-month fixed term with a view to making the position permanent, subject to funding and a performance evaluation.
- Autism Support Louth & Meath are based in the ABACAS School in Congress Avenue, Drogheda for most activities but some are delivered throughout Louth & Meath. There may also be an element of working from home.

All successful applicants are legally obliged to undergo Garda vetting and Children First Online Training.

### **Application Information:**

Please submit a full CV with a covering letter to Autism Support Louth&Meath, c/o 37 Matson Lodge, Drogheda, Co Louth or [info@autismsupportlouth.com](mailto:info@autismsupportlouth.com)  
Closing date for applications: Friday 4<sup>th</sup> April 2025.