

Job Description – Freelance Support Worker

About us

CASPA is a charity working to support autistic people and their families primarily through the delivery of programmes which are designed to increase social & communication skills, independent living skills and confidence amongst the client group as well as providing support for families and carers and raising awareness across society.

Purpose of the role

Working under the supervision of the Programme Delivery Managers, the Support Worker engages and works with children, young people and adults who have been diagnosed with, or who identify as, autistic and/or neurodivergent and their siblings on CASPA's online and face-to-face services.

Main Responsibilities

- Work with the wider CASPA Team to assist in the delivery of programmes of appropriate & varied activities and events for the children, young people and adults (members) attending CASPA during term time and school holidays.
- Be involved in programme planning processes to help ensure the effective delivery of activities and special projects – including contributing activity ideas and gathering resources.
- Help foster the personal, educational and social development of members through supporting their engagement at our clubs and activities.
- Support members with personal care when needed.
- Report to the relevant Programme Delivery Manager(s) leading the club and/or activity.
- Respond to the needs and interests of our members by listening, valuing individual opinions, and promoting fair and positive behaviour.
- Provide emotional support and encouragement to members - offer guidance on handling social challenges.
- Undertake essential practical tasks which support the delivery of sessions to include opening and closing procedures and preparing resources as directed by the Programme Delivery Manager(s).
- Participate in pre-briefs before and debriefs after each session.
- Encourage the voice of autistic people and enable our members to give feedback and make decisions about what they would like to see happen at CASPA.

- Help to maintain a welcoming, positive atmosphere and family-centred culture at CASPA clubs and activities.
- Support the delivery of CASPA's behaviour management approach and processes, which encourage positive input from our members.
- Adhere to CASPA's Safeguarding policy and processes.
- Support the government objectives as set out in Every Child Matters and Every Disabled Child Matters through CASPA's work.
- Familiarise yourself with and adhere to all CASPA policies.
- Undertake all other reasonable tasks as required by Programme Delivery Managers, Senior Leadership Team, CEO and Trustees.

The ideal candidate will have the following skills, experience and aptitude

- Excellent time management and ability to multi-task and prioritise work.
- Experience of working in a caring environment and providing a range of practical and virtual support to vulnerable people
- Attention to detail and problem-solving skills
- Knowledge of issues affecting the autistic community and SEND families
- Be able to implement own and other's ideas.
- Be self-motivated and willing to take initiative
- Have good interpersonal and communication skills
- Be confident and a team player
- Have an understanding of autism and a desire to support people in difficult situations.
- Have some experience of working with young people, particularly those who have been identified as being vulnerable and/or challenging or those with special needs.
- Be willing to learn and undertake any relevant development training such as Safeguarding and First Aid.
- No formal qualifications are required for this role, but the candidate must have some relevant experience and a passion for making a positive difference to autistic people's lives.
- A positive and enthusiastic nature
- Experience of working in a multiracial, multicultural environment.
- Hold a current Disclosure and Barring Service check or/and be willing for CASPA to undertake one.