



Talking sense about autism.

40 Caversham Road, Reading, Berks, RG1 7EB

Job Description

Job Title: Family Support Team Leader

Reporting to: Chief Executive Officer

Salary: £27,000 to £30,000 depending on experience,
12-month fixed-term contract, 30 hours per week.

Job purpose

To provide leadership and management to staff apart from Finance, Administration and Communications, ensuring that high-quality services are delivered at all times in accordance with the aims and values of Autism Berkshire.

Structure

CEO and Board of Trustees (directly managing Administrator)

Senior Management Team: Team Leader; Communications; Finance; Fundraising.

All other staff (managed by Team Leader)

Principal duties and responsibilities

Operational Management

- * Responsible for the day-to-day management of individual members of staff.
- * Being aware of service delivery for each funding area and making necessary adjustments to ensure targets and key performance indicators are met.
- * Arrange and lead regular team meetings to ensure all staff understand current organisational priorities.
- * To ensure that activities of staff are thoroughly and accurately recorded by them on Charity Log.

People Management

- * To organise effective and thorough induction programmes for new staff members.

 Helpline: **01189 594 594** 
contact@autismberkshire.org.uk
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- * To manage staff absence procedures for sickness and annual leave. To monitor absence and alert CEO to worrying trends.
- * To set, monitor and review clear objectives for staff members through regular face-to-face supervisions and annual appraisals. To manage performance issues proactively.
- * To ensure that opportunities for professional development are provided wherever appropriate. To attend workshops and conferences, etc, in order to share learning with the rest of the team.
- * To take responsibility for staff well-being.

Finance

- * To be aware of the financial constraints of the organisation and to support the CEO in budget monitoring.
- * To provide statistical information for reporting.

Policies and Procedures

- * To oversee the application of organisational policies and procedures throughout the charity to ensure understanding and consistency.
- * To assist the CEO to ensure that health and safety, safeguarding and data protection policies are followed.

Fundraising and Publicity

- * To attend events and presentations that support the work of the charity.
- * To seek opportunities to network with stakeholders and to actively promote the organisation and its work.

Service delivery

- * To act as lead trainer for the organisation and co-deliver in all funding areas.
- * To undertake home visits and support weekly drop-in advice sessions at the charity's office in Reading as necessary.

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- * To answer or allocate helpline calls and contact emails.
- * Work flexible hours and carry out other duties as required by the CEO.

Training and Development

You will participate in relevant training and development required by Autism Berkshire to effectively carry out your role and responsibilities. This will include Autism Berkshire's procedure for promoting and safeguarding the welfare of children and vulnerable adults, and Prevent, as set out in the policies and procedures.

Equal Opportunities and Diversity

You will comply with Autism Berkshire's Diversity and Equal Opportunities Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other member of the community.

Health and Safety and Data Protection

You will adhere to all Autism Berkshire policies in relation to health and safety and ensure all necessary training needs are met, to assist with the provisions and risk assessments within the work place environment. You will ensure that you comply with all aspects of the Data Protection Act, and comply with Autism Berkshire's policy.

Autism Berkshire is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure and Barring Service (DBS) checks, along with other relevant employment checks.

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Person Specification

Criteria	Essential	Desirable
1. Skills/abilities	<p>Experience of running a team of support staff</p> <p>Self-starter, able to use initiative and to problem-solve</p> <p>Effective communicator</p> <p>Detailed knowledge of health, social and voluntary sector services in Berkshire</p> <p>Able to work effectively with a wide range of people</p>	
2. Knowledge	<p>Detailed knowledge of autism</p> <p>Good command of Microsoft Office, including email, Word, PowerPoint, Excel</p> <p>Safeguarding in theory and in practice</p>	<p>Local/national disability services</p> <p>Use of Charity Log</p>
3. Experience	<p>Experience of working in a family support role in and education, health or social care setting.</p> <p>Lived experience of autism</p>	<p>Charity/voluntary sector working</p>
4. General	<p>Flexible working style</p> <p>Car owner</p> <p>Ability to get to workshops across Berkshire in Thatcham, Reading, Wokingham, Bracknell, RBWM & Slough</p>	
5. Qualification	<p>Graduate qualification</p> <p>Full driving licence</p>	

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