

Dogs for the Disabled

Job Description

Project: PAWS (Parents Autism Workshops and Support) Project

Post: Project Worker – Child Development

Responsible to: Director of Training

Normal Working Hours: 9am – 5pm, Monday to Friday

Salary: £21k - £24k

This post is one of a team of 3 and one of the successful candidates will be appointed as Project Leader which will be recognised in the salary offered.

Key Tasks

1. To run workshop sessions in different parts of the UK for parents to help them acquire, train and introduce a dog into their family to support them in caring for and managing the behaviour and development of their child.
2. To put together, and regularly review, the workshop content to ensure it is relevant, helpful, interesting and stimulating.
3. To identify families who may be interested in the service offered and deal with their initial enquiries, particularly in relation to autism issues.
4. To run a telephone 'helpline' to enable parents to access information from yourself and colleagues which will support them in introducing a dog into their family.
5. To set up and monitor a parents' network site on the charity's website, ensure content is relevant and ensure parents are able to benefit from being part of a wider parents network.
6. To work with some families with a child with autism to trial ideas, analyse their effectiveness and where relevant, disseminate to other families in the network.
7. To ensure that families joining the project are clear what the charity is able to offer and have realistic expectation of the input required from them and the likely outcomes for them and their child.
8. To support the charity's research programme on this project and ensure that basic and relevant data on the families worked with, subject to data protection laws, is collected and maintained.
9. To develop relevant links with the National Autistic Society and other relevant organisations active in the autism field.
10. To keep abreast of the literature and activity in the autism field which may inform progress with the project.

11. To produce regular progress reports for your line manager as agreed.
12. To work closely with project colleagues to ensure the work of the team is co-ordinated and easily accessible for parents.
13. To support the work of the charity's marketing team to gain PR and fundraising opportunities in support of the project.
14. Any other tasks agreed with your line manager.

Person Specification

Essential

1. Experience of training, teaching or presentation work.
2. Ability to work effectively as part of a team.
3. The ability to communicate effectively with a wide range of people.
4. Demonstrable knowledge and experience of working with children with autism and their families.
5. A firm understanding of autism issues and the autism charity world.
6. Knowledge of the different ways that people understand and respond to information.
7. An understanding of how dogs can help children with autism and a passion for developing this concept.
8. An ability to organise yourself and structure time well to meet many different calls on your time.
9. Knowledge and experience of communicating with families through new and traditional media.
10. Occasional evening and weekend working will be required.

Desirable

1. Qualification in social care or counselling.
2. Knowledge of the internet and how it can be used effectively as a networking tool for the families engaged in the project.
3. Driving licence.