



Suite B1, 1 Hammond Road, Elms Farm Industrial Estate, Bedford MK41 0UD
01234 214871 www.autismbedfordshire.net

Registered Charity No. 1100722

Job Description: Farm Project Coordinator

Location:	Bedfordshire, Luton and Milton Keynes, administrative base at Head Office, Bedford
Salary:	£22,604 - £25,796 Full Time Equivalent (£12,057 - £13,758 actual annual salary)
Hours:	20 hours per week
Line Manager:	Keyworker Operational Lead
Contract:	23 months fixed term (potential to renew)

Project Overview

Autism Bedfordshire, in partnership with Animal Edge Farm in Central Bedfordshire, provides a unique and bespoke experience for autistic young people who are finding mainstream education unmanageable. This project offers these young people a weekly 1:1 hour long private visit where they can interact with and learn about the animals to boost their wellbeing, self-esteem and sense of community.

Autism Bedfordshire's Farm Project creates positive experiences within a safe, nurturing environment. It offers autistic young people a therapeutic oasis to be themselves and a chance for them to build confidence and self-esteem in an undemanding space. It gives them the opportunity to develop their independence outside of school and our continuous and consistent 1:1 support helps them express their thoughts and feelings for them to better understand how to manage these. The service is person-centred and is led by the young person and their family in developing their support plan, enabling them to achieve their aspirations and be part of their community.

Job Summary:

The post holder will manage the Autism Bedfordshire Farm Provision ensuring all young people are appropriately supported to access this therapist setting safely. They will work closely with Keyworker Leads to maximise this unique offer locally and continue to grow and develop its potential to improve the lives of our autistic community. The role involves providing 1:1 support for farm attendees during their visits and engaging them with the environment and personalised activities.

The post also requires a high level of organisational skills and multi-tasking to ensure that the project runs smoothly and that there are clear lines of communication with families, colleagues, and funders.

MAIN TASKS:

To manage enquiries and referrals for the farm provision

- Respond via email/telephone to a variety of agencies with further details about the provision
- Assess referrals to ensure they are appropriate and meet criteria
- Liaise with parents/carers/professionals to seek further information as required
- Provide costings information based on referral requests

Liaise with a range of practitioners to share appropriate information

- Liaise with referrers (education/LA SEND Officers/Social Care/Health/parents/carers) to confirm details of confirmed scheduled visits
- Provide updates on individuals progress and provide feedback to help inform wider support needs to aid the young person's ongoing development
- Share appropriate and useful information with agencies to feed into Education, Health and Care Plans
- Liaise with statutory services around any developments of family need or support

To provide 1:1 personalised support for young people attending the farm

- Build relationships with young people attending the farm
- Provide personalised transition support/resources to prepared young people for their visits
- Facilitate person-centred planning to support young people to identify feelings, challenges and aspirations
- Support young people to explore their interests whilst visiting the farm
- Ensure personalised risk assessments are in place, shared and followed

To attend multi-disciplinary meetings where necessary

- Provide updates to lead professionals as appropriate
- Liaise with colleagues from education, health and social care where appropriate to enhance family support
- Discuss any needs for additional or alternative services or support

Evaluation, progress and outcomes

- To keep accurate data and narrative records of communication and progress
- Working closely with the Keyworker Team to review caseload, feedback and evaluate progress
- Support the Children's Services team to compile detailed reports and evaluations relating to all elements of the project
- Support project meetings/presentations with colleagues when required, to demonstrate impact and outcomes

DATA PROTECTION & CONFIDENTIALITY:

- All staff are required to respect the confidentiality of all matters that they may learn relating to their employment, other members of staff and to the public.
- All staff are expected to adhere to the regulations regarding the Data Protection Act 2018 and ensure that information is stored correctly.

SAFEGUARDING:

- Autism Bedfordshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care.
- Report and share any safeguarding concerns immediately to the Autism Bedfordshire Designated Safeguarding Officer
- To ensure that this is achieved we expect all employees to share this commitment and staff working with these vulnerable groups will be recruited and selected in line with safer recruitment policies and practises including the completion of an Enhanced DBS check.

HEALTH & SAFETY:

- Employees have a legal responsibility not to endanger themselves, fellow employees or the families they are supporting and should adhere to relevant policies at all times
- Risk Assessment should be carried out for individuals attending the farm and all activities, signed off and shared with others in advance of any visits or support taking place with C&YP and their families.

EQUAL OPPORTUNITIES AND DIVERSITY:

Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Person Specification – Farm Project Coordinator

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

Skills and Experience	Essential	Desirable
Excellent organisational skills and ability to keep records	X	
Excellent communication skills	X	
Good written and presentation skills	X	
Listening/Counselling skills and advocacy	X	
Ability to multi-task, including planning and prioritising	X	
Competent IT Skills	X	
Leadership and Management	X	
Commitment to Equal Opportunities	X	
Ability to work independently	X	
Self-Motivating	X	
Ability to cope under pressure	X	
Excellent interpersonal skills and ability to network	X	

Work Experience	Essential	Desirable
At least 1 years' experience working with autistic children and young people	X	
Experience in delivering outdoor activities		X

Knowledge	Essential	Desirable
Autism (across the spectrum)/SEN/Disability	X	
The role of the voluntary and Statutory sector		X
Mental Health conditions		X
Willingness to undergo specific training to support individual complex needs	X	

Qualifications	Essential	Desirable
Relevant mental health qualification (e.g., Psychology)		X
Management Qualification		X

Additional requirements	Essential	Desirable
Willingness to work flexible hours with agreed evenings/ weekend work and summer holidays	X	
Car owner/driver	X	
Willingness to undertake an Enhanced DBS check	X	