Holiday Programme - Senior Programme Lead Position Description

About our Holiday Programme

Autism Experiences Wellington (AEW) runs school holiday programmes for autistic children and young people (up to age 18) in the Wellington region.

We typically run four Holiday Programmes each year, during the school holidays. Our January programme runs for around two weeks, with the April, July and September/October programmes generally running for one week during the first week of the school holidays.

Our programmes provide a safe, supportive and fun environment where children and young people can take part in activities, outings and experiences with support from staff who understand and respect their individual needs, strengths, communication and choices

We run separate Junior and Senior Programmes to reflect the different ages, interests and support needs of our participants. We take a neuro-affirming approach and aim to provide opportunities for choice, participation, connection and enjoyment.

About the Role

The Holiday Programme Senior Lead is responsible for leading the planning and delivery of AEW's Senior Holiday Programme, ensuring it is safe, inclusive, well organised and responsive to the needs of the young people attending. This is not a therapy or clinical role. This position is a core children's worker role for the purposes of the Children's Act 2014.

The Senior Programme supports our older attendees, usually aged between 12 and 18 years. As young people get older, the programme has a greater focus on building confidence, independence and everyday life skills in a supported way. This can include getting out in the community, making choices about activities and having more flexibility in how they spend their day.

This is a key role for AEW and one we rely on to keep the programme running well. The Senior Lead is expected to take ownership of their responsibilities, communicate reliably with AEW, meet required deadlines and follow through on agreed actions.

This means:

- making sure the individual needs of participants are understood and they are appropriately supported and supervised

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- leading the day-to-day planning and delivery of the Senior Programme and making sure staff understand what they need to do
- following, and making sure programme staff follow, AEW policies, procedures and agreed processes, including the AEW Holiday Programme Operations Manual,
- responding to AEW requests for information, decisions or action within the timeframe given
- completing required actions by the deadlines set by AEW and raising any risk to a deadline as early as possible
- making sure required programme and compliance activities are completed and the required records are kept up to date and provided to AEW
- raising significant issues, changes or concerns with AEW promptly

AEW provides administrative support for the programme. The Senior Lead remains responsible for on-the-ground programme delivery decisions and actions that require their knowledge of participants, staff and programme delivery, and for providing AEW with the information it needs by the required deadlines.

Working Arrangements

Most work takes place in the lead-up to, during and immediately after each Holiday Programme. Some work may also be required between programmes, for example speaking with a prospective participant or staff member, or completing programme planning or follow-up.

This position is paid by the hour. All required work will be paid in accordance with your employment agreement. AEW will give reasonable notice wherever possible when work is required between programmes.

Key Responsibilities

Area	Responsibilities
Programme Planning & Preparation	1. Plan the Senior Programme with AEW, including activities, outings, transport and expected costs. 2. Speak with prospective participants and their families as required to understand the participant's needs, assess whether the programme can appropriately support them, identify any support or staffing requirements, and provide the outcome and relevant information to AEW. 3. Identify suitable activities and venues and confirm new or changed activities early so risks, RAMS and other requirements can be addressed before delivery. 4. Provide expected costs in advance, work within the agreed budget and discuss additional costs with AEW before committing to them. 5. Review and confirm participants for each programme with AEW, taking account of participant needs, available staffing and programme capacity. This includes actively considering whether prospective or waitlisted participants can be offered a place or an opportunity to trial the programme.

	6. Provide the confirmed participant list to AEW by the required deadline so programme administration and invoicing can be completed. 7. Ensure any serious incidents, safeguarding concerns, complaints or health and safety events relating to previous programmes have been reviewed and any required follow-up completed.
Programme Delivery	1. Lead day-to-day delivery of the Senior Programme and make on the ground operational decisions as required. 2. Make sure attendees are appropriately supported and supervised, including when groups are undertaking different activities or outings. 3. Adapt plans where needed in response to participant needs, changing circumstances or safety.
Staff Leadership & Coordination	1. Review participant needs and determine the staffing and support required for each programme. 2. Review available staff, select suitable staff and match them appropriately to participants and planned activities. 3. Interview prospective new staff as required, assess their suitability for the programme, and make sure the interview and outcome are documented and provided to AEW. 4. Identify staffing gaps early and work with AEW to address them. 5. Make sure staff are briefed before supporting participants and understand the individual needs of the child or young person they are supporting, including their communication, supervision, medical or safety needs, relevant support approaches and what to do if concerns arise. Provide day-to-day direction, support and feedback. 6. Check and approve staff timesheets and raise any issues promptly. 7. Manage day-to-day staff matters and raise significant performance, conduct, attendance or employment concerns with AEW promptly.
Safety, Safeguarding & RAMS	1. Identify and manage hazards and risks associated with programme activities and outings. 2. Complete required RAMS, keep them up to date and appropriate to the activity, taking account of relevant participant-specific needs and risks as well as the activity itself, and make sure staff understand and follow the agreed controls.

	3. Respond to changing risks, including changing or stopping an activity where necessary. 4. Make sure required safety drills are completed. 5. Respond to incidents, accidents, emergencies and safeguarding concerns and escalate these to AEW where required.
Records & Programme Requirements	1. Make sure all required programme and compliance activities are completed and the required records are accurate, complete and provided to AEW at the end of each programme. 2. Provide all required receipts, petty cash information and other programme financial records to AEW at the end of each programme. 3. Raise any missing records, incomplete requirements or other issues with AEW as soon as they are identified.
Communication & Coordination	1. Maintain clear and respectful communication with young people, families, staff and AEW. 2. Respond to AEW requests for information, decisions or action within the timeframe given. 3. Work closely with the Junior Lead on matters affecting both programmes. 4. Raise issues, concerns or potential delays early where AEW support or action is needed.
Programme Wrap-up & Improvement	1. Complete the end-of-programme report and provide required close-out information by the deadline set by AEW, identifying any matters requiring follow-up. 2. Provide feedback on what worked well, what could improve and any activities or RAMS that should be reviewed. 3. Contribute to planning for the next Holiday Programme, including agreeing programme dates and a high-level plan with AEW (including any venue bookings required)

Reporting & Relationships

Reports to	AEW Executive Committee (Chair) or delegate
Leads	Staff working within the Senior Holiday Programme
Works alongside	Holiday Programme Junior Lead and AEW team
Key AEW contacts	AEW Programme Administrator / Secretary / Treasurer

Person Specification

Essential

- Neuro-affirming and person-centred approach to supporting autistic children and young people
- Experience supporting autistic young people and/or people with additional support needs
- Experience leading holiday, youth or community programmes
- Strong planning, organisation and time management skills
- Clear and respectful communication with young people, families and staff
- Able to make calm, practical decisions and respond confidently when plans or circumstances change
- Able to identify and manage risks and raise concerns when needed
- Reliable, responsive and accountable, with the ability to meet deadlines, follow through on agreed actions and raise issues early.
- Able to meet and continue to meet all safety-checking and legal requirements applicable to a core children's worker under the Children's Act 2014.

Desirable

- Experience leading and managing staff
- Experience planning and managing community activities and outings
- Experience with RAMS, health and safety and safeguarding
- Knowledge of OSCAR or Social Sector Accreditation requirements

Holiday Programme Lead Checklist

This checklist must be read alongside the Holiday Programme Lead Position Description and current AEW Holiday Programme Operations Manual. AEW will provide the templates and guidance needed to complete these requirements.

All actions must be completed in accordance with AEW's agreed processes and by the deadlines set by AEW. If a deadline may not be met, AEW must be told as early as possible and, wherever possible, before the deadline.

1. Before the Programme

Plan the programme

☐	Programme dates and a high-level plan for the next programme are agreed with AEW at the conclusion of each programme.
☐	Activities, outings, venues, transport and expected costs confirmed with AEW.
☐	New or changed activities identified early. Any RAMS or other safety requirements must be completed and submitted to AEW before activities commence.
☐	Any serious incidents, safeguarding concerns, complaints or health and safety events have been reviewed and any required follow-up completed.
☐	Participants for the programme have been reviewed and confirmed with AEW, including active consideration of prospective and waitlisted participants where capacity allows.

Make sure children can be supported safely

☐	Current participant information is available to staff, including emergency contacts, authorised collection people, medical/medication information and any relevant safety or protection arrangements.
☐	Any instructions for independent arrival/departure or self-medication are clear and documented where applicable.

☐	Any gaps or important changes in participant information are raised with AEW before the programme starts.

Staffing & readiness

☐	Enough suitable staff are available to maintain AEW's 1:1 staffing model and staff are allocated appropriately for participant needs and planned activities.
☐	Required interviews for prospective new staff are completed and the interview record and outcome are provided to AEW.
☐	AEW has confirmed each staff member is cleared to work before they are rostered with children. AEW holds the full children's worker safety-check record.
☐	At least one staff member with a current first aid certificate will be supervising children at all times.
☐	Staff have completed required induction and understand the key policies and procedures they need for the programme, including child protection, complaints, privacy and health and safety and code of conduct.
☐	Before staff take responsibility for a participant, they have been briefed on that participant's individual needs and the information they need to support them safely, including relevant communication, supervision, medical/medication, safety, support and emergency arrangements.

RAMS, site & transport

☐	RAMS are completed/reviewed for all off-site activities and any on-site activity with significant risk, including the safe staffing arrangements for the activity. Changes are documented and notified to AEW.
☐	Site emergency arrangements are understood and communicated to staff, including exits, assembly point and how all children will be accounted for.
☐	First aid kits are up to date and available where needed, including for outings/vehicles.
☐	Where AEW is transporting participants, required vehicle, driver, restraint/seatbelt and safety arrangements have been confirmed.

2. During the Programme

Every day

☐	AEW's 1:1 staffing model is maintained and any staffing gaps or absences are addressed.
☐	Participant attendance and required sign-in/sign-out are completed each day.
☐	Children are released only in line with their agreed collection/departure arrangements.
☐	If an expected child does not arrive, is not collected, goes missing, or an unauthorised person attempts collection, AEW's agreed process is followed immediately.
☐	Staff attendance/allocation and required staff drills or safety briefings are documented.
☐	Children remain appropriately supervised and staff remain within sight and hearing as required, including during outings or split-group activities.
☐	Visitors are appropriately supervised and staff can communicate with each other and families during off-site activities.

Manage safety & wellbeing

☐	New or changing hazards are identified and managed, and RAMS controls are followed.
☐	Activities are changed or stopped if they cannot be carried out safely.
☐	At least one emergency/evacuation drill is completed and documented (date/time) during each Holiday Programme.
☐	Accidents, incidents and near misses involving children are recorded, including what happened, treatment/action taken, the staff member involved and confirmation the parent/caregiver was informed.

☐	Medication or treatment is provided in line with recorded instructions and is documented.
☐	Any unwell child is kept in a suitable quiet space within sight and hearing of staff and their parent/caregiver is contacted for collection.
☐	Any safeguarding concern, disclosure or allegation is acted on, recorded and escalated immediately in line with AEW's child protection process.
☐	Significant health and safety events or other serious concerns are reported to AEW promptly.

Lead the team

☐	Staff receive clear day-to-day direction and support.
☐	Staffing, performance, conduct or attendance issues that AEW needs to know about are raised promptly.
☐	Changes to staffing or hours that may affect programme costs are discussed with AEW.
☐	If a complaint or significant concern is raised, the Lead follows AEW's process and refers it to AEW rather than trying to resolve a formal complaint alone.

3. Keep the Evidence

As the programme runs

☐	Required programme records are completed accurately as the programme runs, kept up to date and accessible to AEW as required.
☐	Any missing or incomplete requirement, or any risk to a deadline, is raised with AEW as early as possible.
☐	Participant and staff information is handled securely and in line with AEW privacy requirements.

4. End of Programme

Close it out

☐	End-of-programme report is completed and any matters requiring follow-up are identified. This should include any serious incidents, safeguarding concerns, complaints or health and safety events for review and follow-up.
☐	A complete set of required programme records is provided to AEW.
☐	Required receipts, petty cash information and other programme financial records are provided to AEW.
☐	Feedback is recorded on what worked well, what could improve and any activities or RAMS that should be reviewed.
☐	Programme dates and a high-level plan for the next Holiday Programme are agreed with AEW.
☐	Actions for the next programme - including RAMS, policy, training or process updates - are recorded and assigned.