

# JOB VACANCY – ACTIVITIES COORDINATOR

Role Details	
<b>Job Title:</b>	Activities Coordinator
<b>Reports to:</b>	The Registered Manager
<b>Job Overview: (Note - In addition to these functions, employees are required to carry out such duties as may reasonably be required)</b>	<ul style="list-style-type: none"> <li>• To develop and plan programmes, outings and events, staffing the events and overseeing the implementation of activities. Ensure the programme reflects the wishes and preferences of the current population of the organisation</li> <li>• To support and enable service users to access social networks and maintain personal interests in accordance with best practice, agreed standards, legislation and within the financial budget</li> <li>• To maintain skills at a current level and to undertake such training and development as required, from time-to-time, to maintain and progress knowledge</li> <li>• To protect self, staff, residents, and visitors against infection risks.</li> <li>• To comply with current infection control policies and procedures and to report any problems regarding this to the Registered Manager.</li> <li>• To attend infection control training and updates as required by Divine Rock Care Limited</li> </ul>
<b>Location:</b>	The service's premises, but you may be required to work from other locations at the discretion of the company and with appropriate notice.
<b>Working Hours:</b>	5 days over a 7-day period, as agreed with the manager.
Responsibilities and Duties of the Job	
<b>Role-specific Duties:</b>	<p>The Activities Coordinator's responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Organise and plan activity programmes reflecting SU preferences</li> <li>• Produce newsletters to inform service users and their relatives/friends about what is going on</li> <li>• Support service users to access the internet and other communication methods such as letter writing, FaceTime</li> <li>• Plan events within allocated budget</li> <li>• Ensure service users are at the heart of events and programmes to enhance their wellbeing</li> <li>• Be responsible for promoting and protecting the welfare of those individuals supported by the service</li> <li>• To manage infection control risk whilst on duty in the care home</li> </ul>

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Responsibilities and Duties of the Job	
<b>Working with Others:</b>	<p>Other duties and responsibilities to be undertaken may include any or all of the items in the following list:</p> <ul style="list-style-type: none"> <li>• Develop effective working relationships with other employees within the service</li> <li>• Work in cooperation with members of the multidisciplinary teams to maximise opportunities for people in the service</li> </ul>
<b>Leading by Example:</b>	<ul style="list-style-type: none"> <li>• Seek opportunities for personal and professional growth</li> <li>• Work within the relevant code of practice</li> </ul>
<b>Personal Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend statutory training and any other training as directed by management</li> </ul>

## Person Specification

*\*The selections for essential and desirable have been left intentionally blank for you to determine these.\**

Specific Requirement for Qualifications	Essential	Desirable
Good English - written and verbal	x	
Vocational qualification or willingness to obtain qualification	x	
Certification as an Activities Professional by a recognised accrediting organisation, e.g. NAPA		x
Valid driver's licence		x

Specific Requirement for Skills	Essential	Desirable
<b>Skills and Abilities</b>		
Proficient Computer Skills - To research activities and events, to support people to use the internet and produce colourful posters and newsletters	x	
Leadership Skills - Activities Coordinators need to encourage people to attend or join an activity, motivate them and keep them engaged throughout the event	x	

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Communication Skills - Activities Coordinators need to be able to speak with a variety of different groups, listen to their needs and work with big groups	x	
Problem-solving Skills - Activities Coordinators need to be able to fix situations quickly or adjust activities for all involved	x	
Knowledge of event planning practices and techniques	x	
<b>Disposition/Personal Attributes</b>		
Speaking Skills - Activities Coordinators need to be able to speak clearly and passionately to people, answer questions and keep people motivated	x	

Specific Requirement for Previous Experience	Essential	Desirable
Previous experience of working in a similar environment	x	
Previous experience of working in a similar role	x	
Experience of working with people, in particular, those that may have additional support needs	x	
Experience of event planning practices and techniques	x	

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> <li>• Involve service users, families, external agencies and colleagues</li> <li>• Speak up when things go wrong</li> </ul>
Respect and Dignity	<ul style="list-style-type: none"> <li>• Understand person-centred care and can demonstrate treating people as individuals and respecting choices</li> <li>• Promoting independence and encouraging appropriate risk taking</li> </ul>
Everybody Counts	<ul style="list-style-type: none"> <li>• Ensuring no one is discriminated against or excluded</li> <li>• Understand human rights and impact on care delivery</li> <li>• Facilitating people to 'speak up' about concerns and acting upon them</li> </ul>
Commitment to Quality of Care	<ul style="list-style-type: none"> <li>• Striving for quality in everything we do, recognising and understanding what quality in care means for people using the services</li> <li>• Being accepting about criticism and focusing on improvement</li> </ul>

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	<ul style="list-style-type: none"><li>• Being open to new opportunities for learning and identifying the limits of skills and knowledge</li></ul>
<b>Compassion</b>	<ul style="list-style-type: none"><li>• Treating people with kindness</li><li>• Understanding the importance of empathy in all areas of employment</li><li>• Understanding the values of others and always providing a caring service</li></ul>
<b>Improving Lives</b>	<ul style="list-style-type: none"><li>• Focus on how things could be done better and sharing ideas</li><li>• Understanding of wellbeing and what is important to people using the service</li><li>• Improving outcomes for people</li><li>• Ensuring appropriate services are provided for people using the services</li></ul>