



Activities Coordinator

Job description and person specification



Job description – Activities Coordinator

Reporting to the – Specialist Housing Manager

Direct Reports: 0

Work Location: Across Group Scheme locations

Summary of role:

This role plays an integral part in our Retirement Living Schemes which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

Key areas of responsibility:

- To design, organise, and deliver a varied and appropriate programme of activities taking into consideration the needs and wishes of everyone.
- To incorporate learning, health and physical fitness, social and mental engagement within activities delivered
- You will ensure that the service delivered promotes the independence, dignity, rights and choices of the people that we work with.
- You will be required to work with other members of the Care Plus team to provide a high quality and cost-effective service which demonstrates value for money
- To provide an excellent customer focused service to residents, stakeholders and visitors
- Organise and promote themed events based on special days, dates and traditions
- Co-ordinate the booking of outings giving special consideration to the risks and needs of the customer group
- Deliver the activities in a flexible manner allowing for the need to change
- To ensure the organisations financial procedures are followed when handling money
- Collect money and provide receipts to residents in relation to activities.
- Maintain written records of resident's participation allowing evaluation of the service provision
- Create and distribute the scheme Monthly Newsletter along with the weekly activity planners
- Develop links with the wider community to provide opportunities for engagement within scheme
- Review regularly the needs of the residents and the programme of activities
- Follow all relevant policies and procedures
- To carry out any other duties commensurate to this post, as necessary or as requested

Additional responsibilities:**➤ Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

- Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to

➤ Data Protection:

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification**What do I need to be successful as an Activities Coordinator:**

- A team working ethos with exceptional collaboration skills which motivate and inspire. (Essential)
- Able to communicate, support the organisation's priorities, culture and purpose. (Essential)
- A strong commitment to Equality, Diversity and Inclusion.
- Able to communicate complex information in a concise and accessible way to a variety of audiences.
- Knowledgeable and up to date regarding technology and digital aspects of portfolio.
- Willing to commit to further training and development (Essential)
- Ability to always demonstrate discretion and confidentiality (Essential)
- Excellent written and verbal communication skills (Essential)
- Ability to be a motivated self-starter (Essential)
- Team working – Enables cooperative and productive group interactions (Essential)
- Previous experience of working and supporting older people (Desirable)
- Previous experience of providing an activities-based service for people (Desirable)
- Previous experience of managing and organising activities (Desirable)

Special Requirements:

This post does require the post-holder to carry out duties of a physical nature other than light lifting. These could include one or more of the following:

- Manual Work i.e. the moving of people using appropriate support aids may at times be required.
- Travel may be required
- Enhanced DBS check will be required for this role
- To work on a rota basis which will include weekends, bank holiday and occasionally night as required

➤ Provide cover across retirement living schemes as and when required.

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Activities Coordinator .

You will be required to complete continuous professional development, to further support your role and the Group.