

Housing Plus Group

Job profile and person specification

Role title	Activities Coordinator	Date	May 2024
Reports to	Specialist Housing Manager	Version	
DBS	Enhanced and Adult Barred		

Job purpose:

- To design, organise, and deliver a varied and appropriate programme of activities taking into consideration the needs and wishes of each individual.
- 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.

Main accountabilities: List in order of priority, the major activities, or functions necessary to achieve the job's end results.

1	To provide an excellent customer focused service to residents, stakeholders and visitors.
2	To produce, promote and deliver a range of activities taking into account peoples interests, likes, needs and wishes.
3	To explore the most appropriate methods and resources for meeting the activity needs, including group events, individual sessions, involving internal and external sources, accessing and involving community based resources.
4	Organise and promote themed events based on special days, dates and traditions.
5	Co-ordinate the booking of outings giving special consideration to the risks and needs of the customer group
6	Deliver the activities in a flexible manner allowing for the need to change
7	Collect money and provide receipts to residents in relation to activities.
8	To ensure that the organisations financial procedures are followed when handling money.
9	Maintain written records of residents' participation allowing evaluation of the service provision.
10	Create and distribute the scheme Newsletter on a monthly basis along with the weekly activity planners
11	Develop links with the wider community to provide opportunities for engagement within the scheme.
12	Review regularly the needs of the residents and the programme of activities.
13	To ensure that the values of the organisation are displayed throughout all work activities.
14	To take personal responsibility for your health and safety and that of others in a manner that is consistent with your statutory obligations and the Health and Safety Policy.
15	To work as a group with other colleagues, sharing best practice and providing cover across Retirement Living as and when required.
16	To follow all relevant policies and procedures.
17	To carry out any other duties commensurate to this post, as necessary or as requested.

Health and Safety: In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Supervisor / Line Manager and/or Trade Union Representative / 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".

Role Specific responsibilities example

- Nil

Data Protection:

- To follow the Data Protection principles in all work activity

To attend any training specific to the role regarding GDPR		
Knowledge, skills and abilities: Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.		
1	Qualifications:	
	Willing to commit to further training and development.	Essential
2	Relevant Experience:	
	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
	Previous experience in project working	Desirable
3	Skills and Abilities:	
	Computer literate, including a good working knowledge of Microsoft Office products; Word, PowerPoint , Access and Excel	Essential
	Knowledge and understanding of email and Internet	Essential
	The ability to demonstrate discretion and confidentiality at all times	Essential
4	Customer service and quality focus:	
	A commitment to and understanding of good customer service	Essential
	Builds and maintains customer satisfaction with the services offered by Care Plus.	Essential
5	Thinking Style:	
	To be able to solve problems through creative solutions.	Essential
	Develops fresh ideas that provide solutions to all types of workplace challenges.	Essential
	Is able to weigh up ideas regarding positive and negative impacts, risk and resources.	Essential
6	Communicating:	
	Excellent written and verbal communication skills	Essential
7	Personal Motivation and Commitment:	
	To have a proactive and innovative approach to work	Essential
	To be a motivated self-starter.	Essential
8	Team Working:	
	Earns others' trust and respect through consistent honesty and professionalism in all interactions.	Essential
	Influences others to be excited and committed to furthering the organization's objectives.	Essential
	Enables cooperative and productive group interactions.	Essential
10	Equality and diversity:	
	Values diversity and shows commitment to equality of opportunity	Essential
11	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 holidays and occasionally nights as required	Essential Essential Essential Essential

Further relevant information

Training Plan

Mandatory training	Role related training	Person Specific training
GDPR Awareness	Carval system	
Fire Awareness		
Health and Safety		
Cyber Security		
Safeguarding Awareness		