

### Job Description

<b>Job Title:</b>	<b>Activity Co-ordinator</b>
<b>Salary/Rate</b>	£12.10 per hour
<b>Hours</b>	25 hours per week
<b>Contract</b>	Temporary- Until July 2025
<b>Location</b>	Manchester
<b>Reports to:</b>	Service Manager
<b>Accountable to:</b>	Chief Executive

#### Job Purpose:

- To provide a wide range of activities, to interest and stimulate the physical and mental state and well-being of Service Users.
- To understand the need of promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all Service Users

#### PRIMARY DUTIES & AREAS OF RESPONSIBILITY

- To design, organise, promote and deliver a varied and appropriate programme of activities, taking into consideration the needs and wishes of individuals.
- To produce a range of activities that incorporates learning, health and physical fitness, social and mental engagement.
- To ensure that the service delivered promotes the independence, dignity, rights and choices of the people that we work with.
- To work with staff and volunteers to deliver activity programmes
- To organise and promote themed events based on special days, dates and traditions.
- To co-ordinate the booking of outings giving special consideration to the risks and needs of service users
- Deliver the activities in a flexible manner allowing for the need to change.
- Help run programmes throughout the week and assist in organising social activities and workshops
- To plan the ongoing weekly activity timetable
- Use digital skills to research and book and plan activities online

- To positively publicise and promote the ACCG's activities and events widely.
- To identify any training issues of volunteers and to ensure that all volunteers are adequately trained, supported and supervised in accordance with relevant policies and quality standards.
- To plan the ongoing weekly activity timetable
- To be responsible for arranging speakers and entertainment according for activities, events and workshops.
- To be receptive to the views and opinions of service users and ACCG team
- To evaluate and report the outcomes activities and events.
- To ensure that the event is appropriately organised, arrangements communicated and that the relevant risk assessments have been completed.
- Able to identify risk and manage risk to self and others when working with vulnerable adults.
- 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.
- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- Arrange trips and excursions and celebrate birthdays and special events

**Quality Standards**

- To ensure, that the specifications from each funding body are met.

**Personal/Professional Development:**

- The post-holder will participate in any training programme implemented by the ACCG as part of this employment, such training to include: Staff development, induction and on the job training
- To participate in an annual individual appraisal and supervision performance review, and to take responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and by demonstrating skills and activities to others who are undertaking similar work.

**Communication:**

- The post-holder should recognise the importance of effective communication and will strive to:

- Communicate effectively with service users and carers
- Recognise people's needs for any preferred alternative methods of communication and respond accordingly.

**Confidentiality:**

- In the course of seeking support, service users and their carers entrust us with personal and sensitive information including their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately under the data protection rules.
- The post-holder will have access to confidential information relating to service users and their carers. All such information from any source is to be regarded as strictly confidential. The post holder will maintain and promote confidentiality of information for ACCG members, service users and businesses in accordance with the Data Protection Act.

**Dignity and Respect**

- To treat service users, colleagues and visitors with respect and dignity a all times.
- To recognise and respect the cultural differences in others.

**Health & Safety:**

- The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the ACCG Health & Safety Policy, to include:
- Using personal security systems within the workplace according to ACCG guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a manner or way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection prevention and control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Identifying, assessing and reporting any potential risks ~~identified~~.

**Fire**

- Adhering to fire regulations, procedures and evaluation procedures.

**Note**

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder.

### PERSON SPECIFICATION

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>Experience of working with and supporting older people and of providing an activities-based service for people.</p> <p>You will also have a good understanding of good customer service and be IT literate.</p>	Experience of working in a health or social care setting
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2 in Health and Social Care or willing to work towards attaining the qualification</li> <li>• At least one years' experience working in a health care</li> </ul>	
<b>APTITUDE &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good verbal communication / language skills</li> <li>• Able to competently organise and carryout designated workload within scope of knowledge, competence &amp; training &amp; with limited supervision</li> <li>• Ability to prepare, record and complete all relevant documents for service users and colleagues in a clear and concise manner</li> <li>• Ability to maintain accurate records within an electronic database</li> <li>• Good IT skills including MS Word, MS Outlook and familiarity with web browsing.</li> <li>• Excellent numeracy skills</li> <li>• Experience of working with statutory and voluntary organisations.</li> <li>• Ability to work independently and professionally</li> <li>• Demonstrable the ability to prioritise workload in order to meet deadlines</li> <li>• Ability to deal sensitively with service user needs and maintain confidentiality at all times</li> <li>• Commitment to achieving personal and organisational objectives</li> </ul>	
<b>DISPOSITION / ATTITUDE / MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training and development appropriate to role</li> <li>• Pleasant &amp; social manner with a positive and</li> </ul>	

	<p>caring attitude</p> <ul style="list-style-type: none"> <li>• Person centred approach to care with ability to work to time</li> <li>• Flexible to complete work according to service requirements</li> <li>• Commitment to imparting knowledge and experience to others</li> <li>• Reliable and proactive team member</li> <li>• Ability to remain calm in stressful situations and cope under pressure and during transactional change</li> <li>• Empathy</li> <li>• Self motivated with ability to motivate others</li> </ul>	
<p><b>OTHER FACTORS</b></p>	<ul style="list-style-type: none"> <li>• Ability to travel in an efficient and effective manner to undertake all the duties of the post</li> <li>• Flexible to meet changing service requirements</li> <li>• Involvement in research work as requested</li> </ul>	