

# Job Description and Person Specification: Activities Coordinator

## Overview:

Job title:	Activities Coordinator
Vetting level:	The Disclosure and Barring Service (DBS).
Reporting to:	Head of Operations/CEO
Specific role purpose:	<p>The Activities Coordinator will organise social activities for people who need care and support and encourage them to take part.</p> <p>You will need to have excellent communication skills, be a real team player and adaptable. Most importantly, you will need to be creative and love working with people with learning disabilities and autism.</p>
Specific role responsibilities:	<ul style="list-style-type: none"> <li>• Talk with our residents and tenants about the types of activities they would like to do.</li> <li>• Organising activities that are tailored to the needs and abilities of our residents and tenants, as well as group activities that will bring individuals together.</li> <li>• Book external suppliers to provide entertainment, if required.</li> <li>• Develop and implement activities that are culturally and sensitively appropriate.</li> <li>• Deliver purposeful activities that stimulate residents and tenants as well as improve their wellbeing.</li> <li>• Organising trips out in the local community, considering transport arrangements and accessibility assisting people to take part in activities.</li> <li>• To report any emergency situation to the Line Manager and/or Emergency On-Call, in line with Lisieux Trust Policies and Procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake prescribed mandatory and supplementary training as directed by their Line Manager.</li> <li>• As a Lisieux Trust employee there is a responsibility to protect and safeguard vulnerable people (children and adults). Demonstrating an awareness of child and adult protection procedures and who to contact within Lisieux Trust for further guidance.</li> </ul>
Performance standards:	<ul style="list-style-type: none"> <li>• Ensure that the residents/tenants are generally happy, contented, fulfilled and opportunities are provided for them to enhance their skill and social levels.</li> <li>• Report to the Line Manager any legitimate complaints, compliments and suggestions.</li> <li>• Responsible for understanding and complying with statutory and legal requirements relevant throughout the home, including HACCP, COSHH, Health and Safety, all aspects of the Health &amp; Social Care Act to maintain a safe environment throughout the home.</li> <li>• Ensure the standards; as laid down in Lisieux Trust Employee Handbook and to follow all Lisieux Trust Policies and Procedures, within the Operations Manual.</li> <li>• Identifying and feeding back on good practice to the Line Manager and other colleagues and reporting poor practice, abuse or neglect in line with Lisieux Trust Abuse, Safeguarding and Whistleblowing Policies and Procedures.</li> <li>• Complete your own Timesheet, accurately in accordance with Lisieux Trust Timesheet Policy.</li> </ul>

### Specific competencies required for effective performance.

This section details the requirements for experience and knowledge.

Essential:	<ul style="list-style-type: none"> <li>• Reliable and punctual.</li> <li>• Kind, compassionate and patient.</li> <li>• Demonstrate an awareness of, and commitment to, Equal Opportunities.</li> <li>• Organise and prioritise own workload effectively.</li> </ul>
------------	---

	<ul style="list-style-type: none"> <li>• Communicate clearly; in writing and verbally, with the ability to adapt communication style to a range of levels; including being the need to be an effective listener.</li> <li>• Able to follow instructions, written &amp; verbal.</li> <li>• Able to deal with challenging behaviour positively, should the need arise.</li> <li>• Activities Coordinator may be required to carry out manual handling duties, in accordance and compliance with Manual Handling Operating Regulations.</li> <li>• Willingness to work within geographical area which may involve working from several bases.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Understanding of the Health &amp; Social Care Act and Health &amp; Safety legislation.</li> <li>• Full Driving Licence.</li> <li>• Supporting people with Learning Disabilities in either the community and/or in their own home.</li> </ul>
Hours of work and flexibility:	<ul style="list-style-type: none"> <li>• The role will include working mornings, afternoons, and evenings.</li> <li>• You will be based in the Head Office address, but you could also work in our properties, or in the community.</li> <li>• The post holder may be required to undertake other duties appropriate to the post and hours of work or work at other premises and locations, but the organisation will always discuss this with the Post Holder first. Lisieux Trust may also revise or change this Job Description as and when the need may arise.</li> </ul>