

## Job Description

<b>Job Title:</b>	<b>Activity Co-ordinator</b>
<b>Reports to:</b>	<b>Centre Co-Ordinator</b>
<b>Responsible for:</b>	<b>N/a</b>
<b>Location:</b>	<b>Thornycroft Centre, Pontefract</b>
<b>Salary:</b>	<b>£12.59 per hour</b>
<b>Grade</b>	<b>7</b>
<b>Job type:</b>	<b>Casual</b>
<b>Hours of work:</b>	<b>As and when required to cover absence</b>

### Job Purpose

To support the clients of the Thornycroft social centre to participate in a range of activities to reduce social isolation and promote positive health and wellbeing. To assess new clients to ensure the service is suitable to their needs, deliver a range of activity sessions, and evaluate these. To work with clients and other members of the team to develop the services provided at the Centre and in the community.

### Key Responsibilities

- Create a safe and welcoming environment for clients of the centre which promotes client independence and treats clients with dignity and respect.
- Work with the Centre Co-ordinator, Senior Activity Co-ordinator and clients to create and develop an engaging and stimulating activity programme at the Centre and in the community that is beneficial for the client group and supports their needs
- To evaluate activities, obtaining feedback from the clients and use this to improve and develop the services
- Ensure the service and activities are accessible to a wide range of users including those with mobility issues and various disabilities
- Deliver various activity sessions, supporting clients to fully participate and engage with the activities
- Assess the needs of the client group and adapt the activities to meet those needs where necessary
- Ensure that clients are informed about upcoming activities in the Centre.
- To look at opportunities in conjunction with the Centre Co-ordinator and Senior Activity Co-Ordinator to provide outreach services out in the community

- To liaise with and support other agencies / individuals working with the client group or delivering activities in the centre
- Supporting the Centre Co-ordinator to promote and market the service to encourage new clients to the Centre.
- To ensure that any safeguarding concerns are immediately reported to the Centre Co-Ordinator and to assist with any relevant referrals to the personal welfare team
- Complete and maintain paper and computerised administrative records as required.
- To be able to accurately handle cash, operate a contactless payment device and maintain appropriate records to account for all transactions
- To assist with serving meals and refreshments for clients
- To attend training and staff meetings as and when necessary
- Any other duties as reasonably required

#### **Skills/Qualifications/Experience**

##### **Essential:**

- Experience of developing and delivering activities and programmes in a similar setting or out in the community
- Driving licence and access to own vehicle
- Well organised and has good attention to detail
- Experience of working in community, health or social care setting
- An understanding of and empathy with the client group
- Able to use own initiative and has good problem solving skills
- An understanding of safeguarding / health and safety when working with this client group
- Able to maintain confidentiality when dealing with client information
- A strong team-player with the ability to build good relationships with key stakeholders
- Excellent communication and interpersonal skills
- Has a professional, friendly and caring approach
- A good standard of education including GCSE Maths and English or equivalent
- Has experience of using a PC and experience of using Microsoft software.

##### **Desirable:**

- A qualification in health, social care or community work
- Food hygiene qualification
- First aid qualification
- An understanding of the issues faced by former miners and former mining communities.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.*

*This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job.*