

Role Profile for Activities Co-ordinator

Job Title	Activities Co-Ordinator
Reports to	Home Manager/ Bursar
General scope of post	To provide a wide range of activities and events to interest and stimulate the physical and mental state and well being of the residents. To provide support to the Home Manager with marketing and promoting the Home within the community. To understand the need of promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents, therefore treating everyone with respect.
Key Accountabilities	<ul style="list-style-type: none"> • Encourage team members, relatives and friends to participate in the Homes activities • To plan ongoing activity rotas in conjunction with the residents wishes and encouraging residents to maintain existing hobbies • Maintain full and accurate records of activities using relevant documents, in order to monitor and evaluate individual and group participation success • Work closely with volunteers and help support and plan their time within the Home
Number of Direct Reports	This role has no direct reports
Financial Responsibility	This role is responsible for the activities and events budget and are accountable to the Home Manager and Regional Financial Controller for the reconciliation of the expenditure
Knowledge, skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Basic IT skills including full suite of Microsoft packages</p> <p>Previous experience of working with people in a residential setting or similar</p>

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Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications</u> Must be able to demonstrate literacy and numeracy skills Willingness to undertake relevant training</p>	
<p><u>Experience</u> Previously worked with older people in a residential setting</p>	
<p><u>Motivation</u> A positive attitude to older people and a commitment to provide stimulating, quality activities and social events</p>	
<p><u>Skills</u> Ability to work with residents as a group as well as one to one Good communication skills Ability to organise activities and outings</p>	<p>Understanding of Health & Safety issues in residential care, and risk assessments</p>
<p><u>Interpersonal Skills</u> The ability to form positive relationships with colleagues, residents and outside agencies</p>	
<p><u>Team Skills</u> Ability to work alone as well as part of a team to promote harmonious working relationships by recognising that everyone has a contribution to make and encouraging them to do so</p>	