

JOB DESCRIPTION

Title:	Activities Coordinator
Responsible to:	Registered Manager
Location:	Fern House, Bingley
Key objectives:	To enrich the lives of our residents through a programme of stimulating activities.
Main Tasks:	<ul style="list-style-type: none"> ▪ Organise and deliver a variety of interesting and stimulating activities, events and outings for our residents. ▪ Planning and delivery of varied activities for the wider Abbeyfield community at Grove House, Fern House, Woodlands, Ing Royde and The Beeches and other independent schemes.
General Requirements:	<ul style="list-style-type: none"> ▪ Responsible for planning and implementing a varied programme of activities and entertainment, to enhance our residents lives. Including music, exercise, crafts, quizzes and games. ▪ Encouraging and promoting participation from other staff, volunteers and residents' families and friends. ▪ Spending time getting to know our residents and their families to help tailor activities for each resident to deliver the person-centred care that is of paramount importance. ▪ Consulting with and assessing each individual resident in order to identify their social requirements. ▪ Developing and disseminating a weekly activities programme to residents, families and friends. ▪ Working to develop and build-on some evening social activities. ▪ Ensuring the spiritual needs of the residents are met. ▪ Collecting feedback from residents and assess on a regular basis the effectiveness of the activities programme. ▪ Liaising with the Activities Team to organise and deliver external trips and events. ▪ Giving administrative support to the other Activities Co-ordinator/s ▪ Attending all statutory and mandatory training as required in order to fulfil duties and develop professional knowledge and skills. ▪ Candidates must be cheerful and compassionate by nature; you must be naturally creative with a genuine enthusiasm for the people we support. ▪ Candidates must be well organised, possess sound judgement, initiative and problem-solving abilities and be able to pay attention to detail. <p>The job description is not an exhaustive list of duties. Staff are expected to perform different tasks as necessitated by their changing role within the organisation and the overall needs of the business as directed by the management team.</p>

CANDIDATE PROFILE

Essential Requirements:	Desirable Requirements:
<p>A. Experience working with older people is essential.</p> <p>B. Must have a patient and caring disposition.</p> <p>C. Reading, writing and good communication skills are vital.</p> <p>D. Must be computer literate.</p> <p>E. Must be flexible and willing to work some evenings.</p>	<p>F. Previous experience of working within a similar environment is highly desirable.</p> <p>G. Any related qualifications which could aid in this role would be desirable.</p>