



## **Job Description and Personal Specification**

### **Role: Activity Coordinator– The Hamlet Centre Trust**

**Purpose of the role:** The role involves planning, delivering, and evaluating a wide range of activities that meet the individual needs, wishes, and aspirations of Hamlet Users. It aims to promote independence, wellbeing, choice, integration, and inclusion within the community in line with The Hamlet Charter, while fostering a strong sense of belonging and ensuring every Hamlet User feels welcomed and valued. The role also supports the personal growth of Hamlet Users by building their confidence and self-esteem and providing a fun, engaging, and stimulating environment. In addition, it includes offering guidance, encouragement, and ongoing support to Support Workers to help maintain high-quality, person-centred care.

**Responsible to:** Adult Services Managers, Team Leaders and ultimately the Senior Adult Services Manager.

**Management Direct Reports:** Support Workers, Volunteers and Students on placement.

**Location:** This role is primarily based at the Adult Centres, either at Marion Road or Ella Road.

**Working hours:** A full-time role is based on a 35-hour working week, typically worked Monday to Friday. Part-time working hours will vary according to organisational needs. Flexibility is essential, as the role may require working outside of standard hours to attend meetings, events, and meet operational requirements.

### **Key Responsibilities**

#### **Teamwork and Partnership Working**

- To support colleagues on a day-to-day basis.
- To support volunteers and placements in sessions.
- Communicate with the team members to ensure all activities and tasks are understood and completed.
- Attend and contribute to staff meetings.
- Attend and contribute to supervisions and appraisals.
- Attend training and learn new skills with which to develop an understanding of good practice, as required by The Hamlet.
- Contribute to the development of the service.

## **The Building & Environment**

- Ensure that the site is kept safe and secure by carrying out visual risk assessments before and during activities.
- Maintain equipment at all times and report any damaged or faulty equipment.
- Ensure all equipment is used in accordance with user instructions.
- Ensure that he/she is familiar with Health and Safety policies and procedures, including fire safety and have practice in this.
- Maintain a clean, tidy and secure environment, treating buildings and equipment with respect and care.

## **Administration and Operations**

- To plan and run activities to take place at the Centre and within the local community.
- To coordinate planned activities and give support and direction to Support Workers.
- To support Hamlet Users to meet their potential.
- To follow Support Plans and work with Hamlet Users in a Person-Centred way.
- To work with keyworkers to plan separate activities as required for individuals who require a more individualised service to meet their needs.
- To complete paperwork associated with running activities and keep Hamlet Users paperwork up to date.
- To build partnerships with other organisations to extend our current activities.
- To give medication in line with current procedures (once trained) as required.
- To support Hamlet Users with eating and drinking.
- To assist Support Workers with Hamlet Users personal care tasks as required.
- To act as a keyworker for named Hamlet Users.
- To liaise with parents / carers and other professionals.
- To work with the management team to ensure that the service is run effectively, to give the best outcome for Hamlet Users.

## **Activities & Programme Delivery**

- Provide stimulating and creative activities that represent good practice and have been planned through consultation with Hamlet Users, keyworkers, and management. To include families and other professionals as required.
- Support all colleagues – sharing and passing on skills.
- Ensure that any information that is passed to the Adult Services Managers / Team Leader is recorded and /or communicated to the team as appropriate.
- Communicate closely with parents and staff to ensure that any changes in the Hamlet Users condition is noted and recorded.
- Sign in / out equipment to support the activity. Make sure it is in good working order. Report any faults.

## **Professional Practice and Skills Development**

- Be aware and understand the Adult's Safeguarding Policy and ensure that any concerns about a Hamlet Users safety or welfare are dealt with according to the policy and procedure of The Hamlet.
- Ensure that you are aware of any changes in the needs of the individual Hamlet Users and that all paperwork is updated accordingly.
- Treat Hamlet Users with respect and dignity. Treat Hamlet Users as adults providing support to make informed choices and be involved in the life of Adult Services.
- Support the Team Leader in completing all paperwork as required within the service.
- Ensure all records are written up as required by The Hamlet by the end of the day.
- Share with the Team Leader any changes required to paperwork to improve the recording and quality of the service.
- At all times to uphold the aspirations and beliefs of The Hamlet Charter
- At all times you are a representative of The Hamlet and must consider appropriate dress and conduct.
- Undertake other duties as required by the Adult Service.

## **Person Specification**

### **Education and Qualifications**

#### *Essential*

- English Grade 4 or equivalent

#### *Desirable*

- Health and Social Care NVQ/QCF Certificate or equivalent or be willing to work towards.

### **Knowledge and Experience**

#### *Essential*

- An understanding of the importance for all Hamlet Users to be treated as adults. To be given choice and involvement, to have fun, socialise and how staff can support this.
- Prepared to use the skills you have, and demonstrate an enthusiasm and energy and get involved.
- An understanding of the experiences of disabled people and their families, and an appreciation of the barriers to inclusion that they may face.
- Excellent team player.
- Sound understanding of safeguarding.
- Willingness to undertake training as required for the role.
- Ability to work in a physically demanding role that involves pushing wheelchairs and operating manual handling equipment.

*Desirable*

- Experience of working with individuals with disabilities and complex health needs.

**Skills and Attributes**

*Essential skills*

- Excellent communication with the ability to communicate with a wide range of people and abilities.
- Excellent planning skills.
- Report writing skills.
- I.T. skills.

*Desirable*

- Driving license.

**Personal Attributes**

- Commitment to The Hamlet's mission, values, and inclusive ethos.
- A positive and professional approach to work.
- Integrity, resilience, proactive and able to work under pressure.
- Collaborative empathetic and people-focused leadership style.
- Self-motivated, enthusiastic and creative attitude.
- Ability to work independently, as well as with a team.