

## JOB DESCRIPTION

<b>Job Title</b>	Activities and Events Coordinator
<b>Reporting to:</b>	ADULT SERVICES REGISTERED MANAGER/DEPUTY MANAGER
<b>Main purpose of Job</b>	To provide a stimulating, diverse, ever changing, programme of activities which enables young people either individually or in groups, to achieve their aspirations and goals through empowerment and putting them at the center of all we do.
<b>Main duties:</b>	
<ul style="list-style-type: none"> <li>• To plan, implement and deliver a stimulating, diverse, ever changing, programme of activities which enables young people, either individually or in groups, to achieve their aspirations and goals through empowerment and putting them at the center of all we do</li> <li>• Assess individual needs and abilities and preferences when putting together a programme of activities, taking into account their individual person centered plans, care plans and action plans</li> <li>• Work directly with the young people to enable their personal development by providing a range of positive activities and work in a way that will enable them to participate fully in these activities, no matter what their needs</li> <li>• Establish and build relationships with young people which encourages, enables and supports them to participate in, and benefit from, activities</li> <li>• Aim to make activities positive and rewarding for the young people we support</li> <li>• Ensure that all resources are sourced to the best value, within budget and are available to meet the needs of the activities</li> <li>• Liaise with the multi-disciplinary team on a regular basis regarding activities to be undertaken and resources available</li> <li>• Evaluate and record responses to activities detailing aspects of achievement and communicate appropriately to the multi-disciplinary teams</li> <li>• Ensure the PAs are fully understanding of the activities and engaged at all times</li> <li>• Strive to enable, encourage and support each young person whilst being positive about risk taking</li> <li>• Accompany young people to off-site activities if required, which may occasionally take place outside normal working hours</li> <li>• Develop community links and relationships as appropriate in order to provide positive activities for our young people</li> <li>• Support and facilitate external organisations to deliver activities and workshops for adult services</li> <li>• Ensuring events comply with Health and Safety guidelines.</li> <li>• Provide training for specialist equipment e.g.: Sensory room to staff and young adults</li> </ul>	

[www.discoverhannahs.org](http://www.discoverhannahs.org)

01752 892461 | [enquiries@discoverhannahs.org](mailto:enquiries@discoverhannahs.org) | Facebook: /discoverhannahs | Twitter: @discoverhannahs

Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ



- Liaise with staff effectively to ensure young adults are given opportunities for engagement of activities
- Liaise with Speech Department and key workers to develop new ways to ensure optimal communication of timetabled activities

#### **ENABLING**

- Carry out all Personal Assistant responsibilities as directed, for a designated young adult or other young adults as required.
- To take all appropriate measures to enable young adults to use their communication systems (e.g. communication book, symbols, communication aid, signing) effectively.
- To use total communication (e.g. objects of reference, signing, symbols) in line with the total communication policy and take recommended steps to support all young adults understanding.
- Provide assistance with the young adult's leisure time activities held on and off site, which may occasionally take place outside normal working hours.
- Providing support to young adults to access education as required.
- Provide direct care to all young adults in line with agreed standards of care i.e. physical care, personal hygiene, feeding and meeting medical needs, as required (after appropriate training and support).
- Enable, assist and support all young adults by reading and complying with care plans, individual person center plans, individual educational plans, manual handling plans, Trust policies and procedures and any other documents, **at all times**, according to your role.
- Assist with planning, implementation, monitoring and review of young adults needs as required.
- Encourage and support the young adults in all aspects of their lives and look for positive outcomes no matter how small they may be.
- Be adaptable, flexible and innovative in order that the response to the changing needs of young person is appropriate.
- Support young adults at appointments outside the Trust.
- Work within care plans at venues outside of Trust sites e.g. when a young adult is hospitalised.

#### **FUNDRAISING**

- Support young adults to liaise with the Fundraising team if an item is required that they would like to raise funds for
- Liaise with the Fundraising team and engage young adults with fundraising opportunities for the Trust
- Liaise with staff, young adults and Fundraising team to identify any fundraising needs for Adult Services

## General Duties

### VALUES

- To act as a positive and professional ambassador in order to support the Trust's mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all service users and staff within the Trust

### SAFEGUARDING

- To adhere to and follow adult protection policies and procedures, in order to promote the safety of all service users at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice

### HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

### EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

### CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about adults with disabilities, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

### COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Trust policies and legislation

## TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

## PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development

## FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.