

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's Department
<b>Division:</b>	Housing
<b>Post No. &amp; Job Title:</b>	H106 H816 H59 H816b Activities Co-ordinator
<b>Grade</b>	Grade 4
<b>Responsible to:</b>	H13 Engagement Manager
<b>Responsible for:</b>	No responsibility for employees
<b>Job Objective:</b>	<p>To enable older people to retain their independence and quality of life by providing a high quality independent living service to customers.</p> <p>To organise, facilitate and provide a varied and appropriate programme of activities, based on an individual assessment of the needs, wishes and desires of Independent Living customers</p>

### **Main duties and responsibilities**

#### **Independent Living**

1. From the Independent Living Plan (ILP) undertaken with each Independent Living customer identify the individual activity needs of each customer, based on the following key areas:
  - Staying healthy
  - Staying safe
  - Economic wellbeing
  - Enjoying and achieving
  - Making a positive contribution
2. Ensure the activity needs identified within the ILP is kept regularly updated and meets each customers' changing needs
3. Identify customer activity needs through assessment, observation and discussion to improve quality of life
4. Work with families, partners, health professionals and others' identified within the ILP to meet customer's activity needs and enhance the customer's quality of life.
5. To provide advice and assistance to customers and their families on activity related issues and to signpost to other services as required
6. Undertake home visits either alone or with other workers to maintain the independence of customers
7. Identify safeguarding issues and make the appropriate referral for additional support

## **Activity Management**

8. Develop and deliver a varied and engaging Activity Programme for each Retirement Living scheme.
9. Utilise the most appropriate methods and resources for meeting the activity needs of each scheme including group events, individual sessions, external resources. Facilitate either directly or through partnership working at least one activity per scheme per week
10. Organise theme events and weeks as required, based on local holidays, traditions etc.
11. Make links with external providers who will deliver some of the Activities Programme. Ensure the correct risk assessments and safety checks have been completed
12. Advertise and promote the Activity Programme in a manner which encourages the involvement of all residents, relatives and colleagues
13. Support colleagues to enhance residents' lifestyle through activities and events
14. Supervise and participate in activities and events, ensuring residents' comfort, enjoyment and safety is maintained at all times
15. Undertake all risk assessments and ensure that these are recorded appropriately and residents' safety is maintained at all times
16. Undertake impact assessments following each activity. Utilise the information to assess the effectiveness of the activity and develop future programmes
17. At least annually, complete a report that reviews the customer needs, programme of activities and levels of participation
18. To work alone following lone worker protocols including the correct use of the lone worker device. To follow start on site and end of day lone worker arrangements

## **Resident Involvement**

19. Work with the Independent Living Co-ordinator to support resident involvement activity within each Retirement Living scheme
20. Provide support to build customer's capacity to participate in the Corporate Resident Involvement initiatives
21. In conjunction with the Engagement Co-ordinator develop a "hard to reach" customer involvement plan to encourage all residents to participate at a level appropriate to their needs; recognizing that not all customers may wish to become involved
22. To assist with the promotion and marketing of the Independent Living Service within the neighbourhood area, identifying opportunities to generate income including the promotion of services available e.g. hiring community rooms

## **Resources Management**

23. Work with the Facilities Co-ordinator to ensure the Retirement Living Scheme is safe and that the relevant Health and Safety regulations are adhered to

24. Ensure cash handling is managed in line with current advice and any monies received are correctly accounted for
25. Maintain a list of Activity Resources within all Retirement Living schemes. Ensure resources are well managed, present value for money and meet current health and safety standards
26. Actively build links with the local community. Identify opportunities and bid for external funding and sponsorship which supports the Activities Programme within the schemes
27. Participate in fund raising to help support the Activities Programme
28. With the Engagement Co-ordinator identify opportunities to develop and support volunteers to assist with activities
29. Maintain the Activities budget and ensure other financial records are updated as required
30. Support the work of the Social Clubs, including ensuring that the Treasurer manages the funds in accordance with published protocols and guidance
31. Work with the Independent Living Co-ordinator on scheme improvement plans including furniture upgrades by managing customer consultation and liaising with external contractors

## **General**

32. To maintain accurate customer records, ensuring all data held is compliant with general data protection and Data Protection Act 2018 guidelines
33. To provide performance information to managers and stakeholders as required and to keep accurate and up to date records and to ensure that both team and personal performance targets and objectives are achieved
34. To attend meetings and events as required outside of normal office hours
35. To carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

## **Equality and Diversity**

36. To adhere to the council's equality and diversity policy including working within professional boundaries
37. To provide an excellent customer service which is flexible and centered around the needs of older people.

## **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

## **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours. The postholder will work flexibly throughout the Borough at various Independent Living schemes

The post will require the post holder to apply for an Enhanced (DBS) Disclosure. The disclosure will include details of any criminal convictions. Cautions, reprimands and final warnings and your application is required for the purpose of asking an exempted question under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and that the checks requested are in accordance with the relevant legislation.

## **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

## **NOTE**

The above job description sets out the main responsibilities of H106 H816 Activities Co-ordinator but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.