**The Open Door – Activities Coordinator - Part Time**

**Job Description**

1. **Job title**:

Activities Coordinator – Part Time - 24 hours per week (0.64 FTE)

1. **Purpose of role**:

To promote the health and wellbeing of the members of the day care services by planning, organising and delivering a programme of activities, tailored to the interests, abilities and strengths of the individuals in each group.

1. **Reporting to**:

Day Care Manager

1. **Functional relationships**:

The Activities Coordinator will work closely with the day care team (staff and volunteers) to create an atmosphere of care, love and laughter in the groups. The Activities Coordinator will build supportive and trusting relationships with members and their families and carers. S/he will also work positively with the wider staff and volunteer team of The Open Door.

1. **Hours of work**:

24 hours per week in total (0.64 FTE): Tuesdays 9am to 5pm, Thursdays 9am to 5pm, and Fridays 9am to 5pm. This includes a 30 minute paid lunch period per day.

1. **Salary**:

 £11,831.04 per year (£9.48 per hour)

1. **Holidays**:

The basic annual leave entitlement for full time employees is 225 hours (the equivalent of 30 days including 10 public holidays). The holiday entitlement for this post pro rata is 144 hours (equivalent of 18 days).

**Key duties and responsibilities:**

1. Planning, organising and implementing a monthly programme of activities for day care services for older people, including:
* Sourcing and preparing activity materials; facilitating group sessions for up to 16 members, with assistance from support worker and volunteers.
* Adapting activities to ensure everyone can participate, including members with reduced mobility, hearing or visual impairments, memory loss and dementia.
* Setting up room for day’s activities including arranging chairs and setting lunch tables
* Liaising with guest speakers, musicians, exercise tutors etc.
* Building relationships with external organisations as part of creating community connections e.g. police, fire, Morningside schools, local political representatives etc
1. Organising and supervising staff and volunteers during group sessions.
2. Supporting members to attend to their personal care, including prompting individuals to take their medication as prescribed and providing physical assistance with toileting.
3. Providing members with assistance to transfer and mobilise safely as required, in accordance with manual handling guidelines.
4. Completing routine administrative tasks (e.g. writing daily reports in members’ care notes, sending out invoice letters, maintaining registers, entering data in spreadsheets).
5. Participating in the on-going monitoring and evaluation of people’s experiences of the group sessions, including seeking the views of members, carers and volunteers on how to develop and improve the range of activities and quality of services.
6. Liaising with family members and carers regarding individual’s health and wellbeing and any concerns in relation to attendance at day care service.
7. Preparing and cooking meals for members and volunteers, (in absence of support worker or volunteer chefs), serving, and clearing tables.
8. Maintaining confidentiality of members’, ensuring sensitive personal information is stored securely.
9. Cash handling and basic financial record keeping, for instance, collecting and recording members’ fee payments.
10. Undertaking any relevant training, as required.
11. Attending to other duties, in accordance with role and position within the organisation, as deemed appropriate by management team. On occasion, this will include deputising in the absence of the Day Care Manager.

**The Open Door – Activities Coordinator**

**Person Specification**

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| **Personal Qualities** | **Essential** | **Desirable** |
| **Effective communicator** - able to adapt communication style to the needs of others, patient listener, speaks and writes English clearly and confidently | **X** |  |
| **Confident group facilitator** – comfortable performing in front of an audience, able to engage, enthuse and motivate others to participate in group sessions | **X** |  |
| **Empathetic** – able to see things from another person’s perspective, respectful of difference, sensitive to the needs of others. | **X** |  |
| **Creative and resourceful** – imaginative, able to think on your feet and outside of the box, keen to make the most of limited resources | **X** |  |
| **Good team player** – willing to help others, supports team members, asks for help and guidance when needed | **X** |  |
| **High degree of personal integrity** – maintains members’ confidentiality and dignity at all times, honours commitments, communicates with colleagues in timely fashion when plans change unexpectedly | **X** |  |
| **Self-motivated** – shows initiative, eager to learn and improve | **X** |  |
| **Fit and active** – active and energetic, able to cope with physical demands of role, aware of own limitations and need for self-care | **X** |  |

**Person Specification (continued)**

|  |  |  |
| --- | --- | --- |
| **Knowledge, Skills & Experience** | **Essential**  | **Desirable** |
| Previous experience of organising and delivering group activities, preferably in a similar role | **X** |  |
| Previous experience of supporting older people, including individuals with reduced mobility, hearing or visual impairments or memory loss. |  | **X** |
| Previous experience of working with volunteers  |  | **X** |
| Strong organisational skills | **X** |  |
| Excellent interpersonal skills | **X** |  |
| Excellent standard of written and spoken English | **X** |  |
| Awareness of the issues affecting older people’s lives, their loved ones and carers (or willingness to increase understanding of the same) | **X** |  |
| Knowledge of basic manual handling techniques – full training will be given once in post to complement existing skills |  | **X** |
| IT literate. Able to use Microsoft Word, Excel, PowerPoint, Outlook. Willing to learn additional IT packages if necessary.  | **X** |  |

For further information, an informal chat, please contact Simon Warr, Operational Manager, on 0131 447 9757 or at simon.warr@theopendoor.org.uk

Please also watch our video to gain a better understanding of the work we do [here](https://www.youtube.com/watch?v=tLsIZkV5Lsk&feature=youtu.be)

**Deadline for applications: 11.59pm Sunday 26th January; interviews week of 3rd February.**

**Please note the post is subject to satisfactory PVG check and references.**