

## **COMMUNITY ACTIVITIES ORGANISER**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **PURPOSE**

Alzheimer Scotland recognises the vital contribution that community activities make in connecting people living with dementia, so that they can build and maintain their independence, and access the programmes, groups, and services they need to meet their particular outcomes.

The Community Activities Organiser role is central to our success, in sourcing, planning, organising and facilitating social, recreational and therapeutic activities in the local community; and for ensuring that people living with dementia are encouraged, have access to, and can participate in a varied range of activities which are designed to enhance their quality of life and enjoyment.

#### **ACCOUNTABILITY AND SUPPORT**

The Community Activities Organiser reports to the allocated line manager, who will provide the appropriate support and supervision.

It is crucial that the Community Activities Organiser works in collaboration with defined colleagues in understanding the community and identifying the types of activities that will suit.

#### **POSTS MANAGED**

The Community Activities Organiser may be responsible for the line management of the Support Worker(s). The Community Activities Organiser may also oversee the work of volunteers in partnership with the allocated manager.

#### **KEY ROLES AND RESPONSIBILITIES**

The key role of the Community Activities Organiser is to consult on the preferences of people living with dementia in order to identify, plan, organise and facilitate those activities that will best support their outcomes.

The Community Activities Organiser is responsible for the following:

#### **GATHERING AND ANALYSING INFORMATION**

1. Understanding the various community types that exist i.e. Community of action; community of circumstance; community of interest; community of place; community of practice; and consider the activities that will help each community to flourish;
2. In collaboration with defined colleagues, engaging with people living with dementia, to understand their outcomes, their interests, abilities, and strengths, and therefore the various community types that they currently do or could belong to;
3. Exploring the most appropriate methods and resources for meeting community and activity outcomes, including group events and individual activities;
4. Using the information gathered to develop and deliver a plan of varied activities that meet outcomes.

#### **RAISING AWARENESS OF COMMUNITY ACTIVITIES**

1. Advertising and promoting activities and events, to ensure that every person living with dementia in the locality is aware, feels encouraged, has access to, and knows they can participate in the activities at their will;
2. Using creative and innovative ways of promoting activities that raises people's awareness and interest in the events that are available.

## **DEVELOPING AND ORGANISING COMMUNITY ACTIVITIES**

1. Leading the development and organisation of individual and group, social, recreational and therapeutic activities and interests;
2. Involving internal and external resources and community-based resources;
3. Developing project plans in line with the locality plans;
4. Creating and maintaining processes that ensure all activities and events are organised, promoted, and supervised effectively.

## **LEADING AND DEVELOPING PEOPLE**

1. Providing leadership to staff and volunteers and line management to direct reports (where appropriate) that values each person's contribution, and sets a culture of high performance, empowerment, individual responsibility, inclusion and collaboration;
2. Creating and maintaining effective communication channels and processes that keep everyone informed, involved and engaged in the ongoing process of work;
3. Develop, engage and support the team to bring the best of themselves to their work.

## **MANAGEMENT OF COMMUNITY ACTIVITIES**

1. Being the main point of contact and resolving any community activities issues;
2. Maintaining information on activities for performance indicators, quality measures; individual and group outcomes;
3. Planning and objective setting for the support worker/s and volunteers who support activities and events;
4. Rostering and organising volunteers to support activities and events as required;
5. Carrying out effective governance of community activities to ensure a high quality, cost effective activities and events are provided;
6. Reviewing the community activities plan and delivery and making recommendations for development and improvements.

## **ESTABLISHING RELATIONSHIPS**

1. Initiating, developing and maintaining effective working relationships with other partners working in the field of dementia in the local voluntary, statutory and private sectors.

## **HEALTH AND SAFETY**

1. Ensuring that all appropriate Health and Safety measures are in place;
2. Reporting risks or issues to relevant colleagues as defined by the manager, including any issues in respect of volunteers.

This job description is regarded as a guide to the accountabilities associated with the Community Activities Organiser role; additional or alternative tasks within the capability of the post-holder may from time to time be required.

Each of the Community Activities Organiser responsibilities are to be carried out to Alzheimer Scotland's standards, policies and procedures; as well as to the adherence of National Care Standards where there is a registered service in operation.

The post holder will be subject to a Protecting Vulnerable Groups (PVG) scheme check.

This job description is open to review by the organisation at any time and was last revised in August 2017.



### COMMUNITY ACTIVITIES ORGANISER - PERSON SPECIFICATION

SPECIFICATION	HEADING	DESCRIPTION	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Qualification/ experience</li> </ul>	Recognised professional qualification and/ or experience relevant to the role	Yes	
	<ul style="list-style-type: none"> <li>UK Driving licence.</li> </ul>	Full and valid UK driving licence and access to a vehicle during working time.	Yes	
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Collaboration</li> </ul>	Collaborating with the wider team to identify priorities and provide the right activities, at the right time in the right place, in order to support the achievement of personal outcomes.	Yes	
	<ul style="list-style-type: none"> <li>Communication and Influence</li> </ul>	Communicating in a clear, concise and targeted way to provide volunteers, colleagues and external stakeholder with insight that influences them to help with the delivery of service objectives and the organisation's aims.	Yes	
	<ul style="list-style-type: none"> <li>Relationship Building</li> </ul>	Building and managing new and existing local partnerships and networks internally and externally, to raise awareness of community activities.		
	<ul style="list-style-type: none"> <li>Observation and Empathy</li> </ul>	Observing, taking note, and monitoring interests, abilities, and strengths, and using findings to develop activities that support personal outcomes.	Yes	
	<ul style="list-style-type: none"> <li>Leadership and Management</li> </ul>	Managing the processes that keep activities and events running, whilst at the same time aligning staff and volunteers to the overall objectives of the service in a way that motivates and inspires them to give their best.	Yes	



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<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Planning, organising and delegating</li> </ul>	Setting priorities for the support worker and volunteers in collaboration with colleagues. Delegating the right tasks to the right people with effective communication that ensures tasks are completed effectively. Having the ability to cope with limited resources, seize opportunities and think creatively.	Yes	
	<ul style="list-style-type: none"> <li>Achieving results</li> </ul>	Reviewing the quality of activities and events and recommending developments and improvements. Planning and monitoring the work of staff and volunteers and taking accountability for their levels of performance and success.	Yes	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Dementia</li> </ul>	Understanding the practical, psychological and emotional impact of dementia, and supporting people living with dementia to achieve their outcomes.		Yes
	<ul style="list-style-type: none"> <li>Recruitment and Selection</li> </ul>	Generating interest and enlisting new volunteers through effective selection methods.		Yes
	<ul style="list-style-type: none"> <li>Learning and Development</li> </ul>	Assisting and supporting the development of others through guidance, induction and training.		Yes
	<ul style="list-style-type: none"> <li>Volunteer experience</li> </ul>	Working with charitable organisations on a voluntary basis.		Yes
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Alzheimer Scotland's aims and values.</li> <li>Alzheimer Scotland's Safer Recruitment &amp; Volunteer Policy.</li> <li>Knowledge of the locality developments and models of practice.</li> <li>Voluntary sector.</li> <li>Protection of Vulnerable Groups.</li> <li>Health and Safety and risk assessment.</li> <li>Presentation skills.</li> <li>IT – Microsoft Word, PowerPoint, Excel</li> </ul>			Yes
				Yes
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