

## JOB DESCRIPTION

**Post:** Activities Leader  
**Location:** Day Services, Respite & Residential

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**Accountable to:** Service Manager  
**Direct reports:** Care Workers & Support Workers

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## WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

### Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
  - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
  - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service;
  - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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## JOB PURPOSE

To lead on designated specialist activity within the day service. To plan recreational, therapeutic and educational activities both in the Hub and local community, working with service users in a person centred way to promote greater choice, skill development, independence and inclusion.

The post holder will work in community based settings.

Contribute to the development of the service.

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## MAIN DUTIES

1. Create and prepare the delivery of meaningful sessions for service users, liaising with the Deputy Manager and Service Manager, as appropriate. Ensure activities are outcome focussed and sessions are evaluated to ensure targets are being achieved, as specified in the Care Plan
2. Monitor the work performance of staff, ensuring that they are fulfilling the requirements of their post.
3. Provide support and supervision, identifying areas of development via formal performance management reviews.

4. Lead on and oversee individual assessment, planning and review processes to ensure that services meet individual needs, choices and personal outcomes.
5. To be responsible, in line with departmental policy, for the daily administration and recording of medications.
6. Report through the line management process any aspect of service user care, which warrants investigation or urgent action, and to take appropriate action in an emergency.
7. Lead on the risk assessment processes, ensuring that risks to service user personal safety are identified and managed so that they do not become a barrier to developing independence.
8. Work within Company Policies and Procedures and other relevant guidance, applicable to this role.
9. Attend to the physical and personal needs of those service users who require such assistance.
10. Work with all relevant parties to plan, organise and maintain an environment which is safe and conducive to the overall development and wellbeing of service users.
11. Undertake appropriate training as directed and participate in regular supervision sessions and team meetings.
12. Ensure that necessary records are completed accurately, timely and sent to the relevant parties, where appropriate. Ensure Company policies and procedures are adhered to when providing information and confidentiality is maintained throughout.
13. Maintain links and ensure effective communication with health professionals, other agencies and service user's carers and families.
14. Undertake any other duties, as directed from time to time to meet the operational requirements of the service.

### **SPECIAL CONDITIONS (if applicable)**

There may also be a requirement to work evenings, weekends and bank holidays in accordance with a planned rota.

### **OTHER**

There is an expectation placed on all employees to achieve the appropriate level of qualification required for the job role.

### **GENERAL**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

An Enhanced DBS Check is required.

**Date:** July 2020

## PERSON SPECIFICATION

Jobholder Requirements – Activities Leader	Essential (E) or Desirable (D)
<p><b>Qualifications &amp; Training</b></p> <p>Qualification in relevant specialism Diploma in Health &amp; Social Care Level 3 or equivalent Diploma in Management Level 3 or equivalent</p>	<p>D E D</p>
<p><b>Experience</b></p> <p>Experience in relevant specialism Experience of Assessment, Planning and Review processes in a care setting Experience of working with vulnerable people in community or residential based settings Experience of supervising staff</p>	<p>E E E D</p>
<p><b>Skills/Knowledge/Aptitudes</b></p> <p>Awareness of the needs of vulnerable people and their carers Ability to meet individual support needs (physical, personal, emotional) Awareness of relevant legislation and compliance criteria Knowledge of individual assessment, care planning and review processes in a care/ support setting Knowledge of Risk Assessment and Risk Management processes Ability to implement Company Policies and work to regulatory standards Ability to make and sustain appropriate, professional relationships Ability to write reports and maintain appropriate records Ability to be flexible and responsive to changes in circumstances Ability to communicate effectively in a range of settings Ability to supervise and direct the work of others Ability to demonstrate behaviours that are aligned to the Company's core values Ability to use Microsoft Office applications</p>	<p>E E D  E E E E E E E E E E</p>
<p><b>Special Requirements</b></p> <p>Enhanced DBS Check A current, clean driving license or other means of reliable transport</p>	<p>E D</p>