



Activities coordinator

Reporting to	Registered Manager
Organisation	Swanborough House, Brighton
Department / area	Operations - Allied Health Professions
Band / pay rate	£11.06 per hour
Days / shifts	Days
Hours	40 hours per week
Location / travel required	Site Based – Swanborough House

Role overview

Reporting to the Home registered manager, you will be a core member of the Swanborough House team. The purpose of this role is to deliver a structured programme of regular, varied and meaningful sessions such as external trips, relaxation, gardening, crafts and musical interventions for well-being, to appeal to the interests and suit the capability of the service users.

Individual and groups sessions organised and the degree to which service users can participate may be varied and the Activities Coordinator will work with a person-centred care approach.

Key responsibilities

- Prepare and distribute a monthly programme of activities.
- Plan sessions ensuring they are person-centred, taking into consideration service users' preferences, capability, capacity, cultural, ethnical, and religious background.
- Contribute to service users' timetables and keep timetables up to date.
- Liaise with relevant staff prior to an event to give them details of requirements.
- Liaise with therapists and team members regarding sessions and the goals for individual service users.
- Network with community contacts, e.g. religious leaders, PAT animals, theatres, and other charitable and/or voluntary organisations.
- Record details of sessions attended by each service user in a timely manner.
- Immediately report any changes (physical or mental) in a service user's condition to the person in charge.
- Lead and/or participate in group sessions independently, or where appropriate, jointly with therapists and care team.
- Actively encourage service users to attend sessions and ensure their transfer to the venue.
- Organise monthly themed events.
- This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and it will be necessary for a submission for an Enhanced Disclosure be made to the Disclosure & Barring Service.

Person specification

Education, training and qualifications	Essential	Desirable
Educated to GCSE level or equivalent	✓	
Proficient in the use of IT	✓	
Current and clean driving licence		✓
Experience	Essential	Desirable
Experience of working as part of a team	✓	
Understanding of information governance and data protection	✓	
Knowledge of evidence-based practice, best practice guidelines		✓
Experience of working with patients with neurological disorders, complex presentations: physical, cognitive, and behavioural	✓	
Knowledge of legislation that affects area of work including standards of professional practice		✓
Experience of working as part of a multi-disciplinary team		✓
Skills and capabilities	Essential	Desirable
Good verbal communication skills with patients, carers and members of multi-disciplinary team	✓	
Good written skills and ability to keep legible and accurate patient records in English, in line with professional standards	✓	
Computer literate, including but not limited to using apps and Microsoft Office	✓	
Good organisational skills	✓	
Dealing with stressful situations in a calm and professional manner	✓	
Familiarised with diverse musical genres and aesthetics	✓	
Able to sing and play at least one harmonic musical instrument		✓
Knowledge of arts-based interventions to support self-expression		✓
Knowledge of other alternative therapies, such as therapeutic and sensory gardening, relaxation		✓
Ability to risk assess patients		✓
Understanding and ability to work as a member of the wider team, supporting the delivery of excellent services	✓	
Ability to achieve thoroughness and accuracy when accomplishing a task		✓
Personal qualities	Essential	Desirable
Responsible, reliable and flexible approach to work	✓	
Organised and able to prioritise own workloads, and others, with the ability to work to deadlines and with competing priorities	✓	
Positive attitude to self-development and supporting others in doing so	✓	

Excellent communication skills and the ability to work in collaboration with others effectively	✓	
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Values and behaviours **To be reviewed by HR**

Applicants will need to demonstrate competence in our shared values and behaviours, as shown below.

