

Activities Coordinator – Older People

Position	Activities Coordinator
Responsible to	Registered Manager
Job purpose	
To design, plan and implement a range of activities for residents in which to participate that are stimulating, interesting, inclusive and enhance quality of life.	
Core responsibilities	
<ul style="list-style-type: none"> • To plan and run regular activities for the residents of the home. • To routinely evaluation these sessions by receiving and logging feedback from residents, families and employees to ensure that the programme is fit for purpose. • To drive the mini bus and escort residents for excursions and hospital visits. • To regularly seek suggestion and input into forth coming activities from residents including liaison with key workers to identify a varied and exciting schedule which also considers the therapeutic needs of the individual. • To run all activities in line with the allocated budget. • To regularly update the Head of Care with forthcoming activities plans. • To take responsibility for the publicity of events within the home and externally to ensure all opportunities for good public relations are developed and maintained. • Responsibility for organising community events at the home for the benefit of the residents and integration into the local community. • Any other duties as reasonably expected. <p>In line with Health and Safety Policy the job holder is expected to;</p> <ul style="list-style-type: none"> • Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions. • To comply with health and safety law and Health and safety Policies and Procedures. 	

- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.

The job holder is also expected to ;

- Act in an honest, responsible and respectful manner to others.
- Be responsible for their own professional conduct.
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
- Comply with our obligations to our key stakeholders.
- Undertake all mandatory training as required.

Person specification

Description	Rating (Essential/ Desirable)
Previous experience of coordinating activities for an elder persons group	D
Previous experience in care	D
A keen interest in Arts / Crafts / Physical education	E
A good general level of education	E
Computer literate (desktop publishing/word/emails & internet)	E

Last updated: 201010

Signed:

Print Name:

Date: