

JOB DESCRIPTION	
<b>Job Title</b>	<b>Activities Coordinator</b>
<b>Reports to:</b>	<b>Leisure &amp; Skills Manager</b>
<b>Job Purpose:</b>	<p>To plan and deliver engaging, fun and developmental activity sessions to adults with complex needs.</p> <p>Work with customers to support their desire for new experiences and skills development.</p>
Main Duties & Responsibilities:	
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Plan ahead for the activities and sessions you are aligned to.</li> <li>Plan recipes in advance of cooking sessions, ensuring that any required ingredients and equipment are ready for each session.</li> <li>Arrange any ordering of ingredients with the GK's café team within the session budget.</li> <li>Assist with the development of activity clubs and the effective delivery of activities during potential sessions.</li> </ul> <p><b>Sessions and Activities</b></p> <ul style="list-style-type: none"> <li>Lead on the delivery of our Cooking Session provision</li> <li>Support the cover of other sessions/activities, such as art/games/music, and to GK's café during busy periods.</li> <li>Be flexible and responsive at all times to meet the changing needs of the service.</li> <li>Plan and ensure that all opportunities are appropriate for the ages of those accessing the provision and that there is a wide variety of inclusive activities for all abilities and interests.</li> <li>Keep workspaces tidy, clean and organised.</li> <li>Prepare workspaces and equipment in advance of session start times.</li> <li>Support wider CHF events and activities when required.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Implement and comply with health and safety procedures, in relation to the equipment used and activities undertaken.</li> <li>Maintain cooking equipment to a high standard and arranging repair / replacement of items promptly when needed.</li> <li>Work in accordance with food hygiene regulations and mandatory training.</li> </ul> <p><b>Relationships</b></p> <ul style="list-style-type: none"> <li>Establish effective methods of communication with team/parents/carers and work collaboratively to meet the needs of the adults using our services.</li> <li>Build effective working relationships with adults to ensure you meet their needs and choices, learning how to communicate in different ways to be understood.</li> </ul>	

### Administration & Reporting

- Complete all admin duties associated with the role and operational area
- Provide/contribute to regular reports of progress and leisure activities, and written reports when required.
- Prepare information/data required by senior managers for reports/papers.
- Provide feedback verbally, or written in the form of an e-mail or report to parents/carers including feedback of the activities the service users were involved in.
- Maintain full and accurate records of activities using the relevant documents, in order to monitor, record and evaluate individual and group participation and success.
- Document and celebrate achievements and activities undertaken by the individuals' accessing sessions.
- Evaluate event/activity feedback to assess effectiveness/opportunities for improvement

### Additional Duties:

- Always work within the confines of Chailey Heritage Foundation's confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy
- Remain compliant with Chailey Heritage Foundation's policies and procedures including the Code of Conduct
- Undertake any other task that may be reasonably asked of you by your line manager.

### Professional Development:

- Complete all induction, mandatory and relevant specialist training, keeping up to date with changes in regulations relevant to your work areas.
- Complete manual handling, epilepsy, PBS and Makaton training and keep knowledge up to date and relevant.
- Be curious, seek out opportunities to grow networks, expand knowledge and learning.
- Develop good working relationships with colleagues, governors, trustees and with our Young People/parents where appropriate.
- Participate in regular performance discussions and annual Performance appraisals.

*This is not a comprehensive list of all tasks required of the post-holder, it is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.*

PERSON SPECIFICATION	
All attributes deemed essential unless otherwise stated	
<b>Qualifications</b>	GCSE Grade C or above, or equivalent, in Maths and English.
	Food Hygiene level 2 or willingness to work towards
	First Aid qualification or willingness to work towards
<b>Knowledge and Experience</b>	Basic understanding of the care and support needs of people with physical disabilities and respecting them as individuals
	Experience of working with children and/or adults with special educational needs and complex disabilities.
	Able to support children and young adults to participate in a range of activities.
	Experience leading/delivering activities
	Adept at working with Microsoft office Word, Excel and Outlook.
	Practical experience/understanding of young people with disabilities and barriers and how to apply to arranging activities and events
<b>Skills and Abilities</b>	Listens, communicate clearly and build positive working relationships with young people, customers, their families, representatives, and other social and health care professionals.
	Works well independently and as part of a team, and adapts to the needs of the service provision.
	Highly organised, and able to multi-task.
	Self-motivated and works well under pressure and to deadlines.
	Enthusiastic and compassionate