

## Job Description



**Job title:** Activity Facilitator

**Responsible to:** General Manager

**Location:** Belong Village

### Key objectives:

- Ensure that services provided meet with national and organisational standards and uphold the core values of Belong.
- Plan, promote and facilitate a varied, interesting and easily accessible activity programme within the village.
- Promote the facilities and values of Belong to the wider community.
- Promote the role of the volunteer by supporting the General Manager and Support Manager with recruitment and coaching.

### Supporting Objectives:

- Help to develop and maintain friendships and relationships between the residents, tenants and others (including relatives and friends), internal and external to the village community, ensuring professionalism and confidentiality.
- Facilitate a programme of activities, events and visits which will provide variety and stimulation.
- Support and enable residents and tenants to meet their Ethnic, cultural and religious needs and preferences whilst maintaining privacy, dignity and respect at all times.
- Promote the independence of residents and tenants by enabling individuals to retain their abilities for as long as possible.
- Respond to individual interests and arrange activities and events where appropriate.
- Support residents and tenants in accessing a variety of educational and leisure activities in accordance with identified needs and aspirations.
- Participate in household and tenants meetings and forums where appropriate.
- Support the general manager in maximising the use of the village facilities to promote cord brand awareness and income generation.
- Support the general manager in researching markets to identify fundraising initiatives.
- Provide guidance and organisational planning assistance for events and activities run by staff and residents on the households and for apartments tenants.
- Take responsibility for the financial control of the village activities fund ensuring Belong policies and procedures are followed.
- Actively encourage customer feedback to evaluate and make recommendations for service provision.

- Maintain an appropriate bookings system for the village facilities and ensure this is communicated throughout.

### **Team participation**

- To develop good working relationships with village teams and outside agencies.
- Contribute positively to the effectiveness and efficiency of the team as a visible and competent role model.
- Ensure that the village is a safe place to live, work and visit, following health & safety procedures.
- Respond to emergencies as appropriate.
- Carry out any other reasonable task as directed by line management.

### **Learning & Development**

- Undertake learning and development opportunities that have a legal or organisation requirement.
- Keep up to date with best practice as part of an ongoing personal development plan.
- Act as a mentor for new staff as requested by the general manager.

## Person specification

### Job title: Activities Facilitator

| Factors                           | Essential  | Desirable  |
|-----------------------------------|--|--|
| <b>Skills &amp; abilities</b>     | <ul style="list-style-type: none"> <li>• Committed to the value of personal centred care and an understanding of the needs of older people.</li> <li>• Ability to communicate both written and verbally for effective interaction with service users, staff and member of the public.</li> <li>• Evidence of organising activities &amp; events. Excellent organisational and administration skills.</li> <li>• Good basic I.T. skills including email and Microsoft Office applications.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in advertising and marketing events &amp; facilities</li> <li>• Understanding of the basic principles of budgeting and book keeping.</li> <li>• Good care practice knowledge in relation to older people.</li> </ul> |
| <b>Previous experience</b>        | <ul style="list-style-type: none"> <li>• Planning and coordinating activities and projects</li> <li>• Administrative experience</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working with older people.</li> <li>• Planning and coordinating of charity fundraising.</li> </ul>  |
| <b>Qualifications / knowledge</b> |  | <ul style="list-style-type: none"> <li>• Knowledge of the policy governing charity fundraising</li> <li>• First aid – 4 day</li> <li>• Provision of activities in a care setting (NCFE) or equivalent.</li> </ul>  |
| <b>Personal qualities</b>         | <ul style="list-style-type: none"> <li>• Able to work as part of a team</li> <li>• Able to deal with a diverse environment of people and skills</li> <li>• Able to organise and complete tasks to a specified standard</li> <li>• Demonstrate a caring manner and empathy towards older people</li> </ul>  |  |
| <b>Special requirements</b>       |  | <ul style="list-style-type: none"> <li>• Access to own transport</li> </ul>  |