

Role Title	Activities Lead
Department	Day Opportunities
Hours	18 hours per week
Directorate	Operations
Job Level	Level 3
Main Work Location	Enham Alamein, Andover

Role Overview

As an Activities Lead you will play a pivotal role in providing person centred activities to support our clients in achieving independence, choice and control in their lives.

Spending time getting to know our residents, and their families; you will tailor activities and events aimed at promoting our ethos as well as supporting the social interests of our clients. We are looking for someone who will take a keen interest in what our residents' interests and hobbies are, supporting and delivering a range of activities designed to meet their needs.

You will also be committed to getting our residents and staff involved in community activities. You are a 'real people' person with a flair for making things happen, you have a warm, empathetic personality – and you are creative, inspiring and organised. With a genuine enthusiasm for the people we support, you will have experience in a similar role.

What You Will Be Doing

Operational:

- Provide activities that are tailored to the needs and abilities of the individual, while also leading group activities that will bring individuals together.
- Prepare session plans (including equipment and materials required) to outline the aims of the sessions, and the steps to be taken to deliver the class or activity.
- Find the balance between arranging activities that the individuals like doing and activities that will offer new experiences.
- Assist individuals to increase their personal self determination and improve their own independence by discovering and acting on what is important to them and acting on this in alliance with family members and friends as appropriate.
- Work with minimal supervision using your initiative to problem solve with individuals.
- Contribute to the planning and implementation of the Activities Programme developed through the person-centred planning process.
- Contribute to the assessment of, evidence recording of these activities.
- Work in co-operation with other Activities staff to deliver and support sessions including alternate Saturdays and occasional evenings as required by the programme.

- Promote communication and opportunities for choice in all areas.
- Support the residents to grow in confidence and build positive self-image.
- Attend planned meetings with manager and team of the Activities Programme to ensure our service is in line with the needs of the department and organisation, as well as the needs of individual learners.
- Liaise with the House Managers/support workers/residents themselves about any changes to activities and attendance.

Quality:

- Co-operate with CQC inspections and other authorities such as environmental health, providing information as reasonably requested.
- Ensure the safety of the individuals at all times whilst enabling people who use our service to undertake activities of their choice.
- Work within existing risk assessment guidelines as well as completing new RAs where necessary in order to manage the risks, enabling the people who use our service to undertake activities of their choice.
- Adhere to all Enham Trust policies and procedures, including compliance with Health and Safety, and infection control measures to minimise the risk of spreading infections within the workplace.
- Be responsible for an allocated area of the service to manage and develop. This will entail responsibility for creating and monitoring appropriate sessions in that area as well as relevant equipment and resources.
- Attend training as required and be prepared to achieve qualifications appropriate to the role at the time as specified by the company.

Finance:

- To assist with managing the payment of activity sessions.

Leadership:

- Support any volunteers in accordance with the Volunteer Handbook and in liaison with the HR Project & Development Specialist, People & Quality.
- Collaborate and engage with other functions and initiatives across the Trust.
- Attend and prepare for meetings and events and write reports as required.
- Consistently role model Enham Trust's behavioural competencies.
- Keep abreast of best practice as it applies to the operations and take responsibility for own personal development.
- Willingly engage with any other duties and responsibilities that may be required from time to time.

time.

Key Result Areas

- Provide personalised, responsive support and learning opportunities across all aspects of a person's life.
- Provide appropriate activities for different client groups which are well attended.
- Support activities of a high quality, and which are delivered in line with Enham Policies.

Our Values

We live by our values which underpin all that we do here at Enham!

We WOW people every day!

We dare to be DIFFERENT!

TOGETHER we do amazing!

Person Specification

	Required	Preferred
Skills & Knowledge	<p>Resourcefulness and ability to research available activities and opportunities.</p> <p>Ability to show how you would enable individuals to make informed choices about their lives.</p> <p>Ability to signpost individuals to get the information, advice and guidance they need.</p> <p>Ability to inspire and motivate others by enabling them to set and achieve their goals.</p> <p>Building rapport and relationships with a wide variety of people</p> <p>Ability to empower and inspire confidence in others.</p> <p>Ability to facilitate and enable change in others.</p>	<p>IT literate and competent in the use of all Microsoft Office programs and internet</p> <p>Knowledge of disability issues e.g., relating to physical access, adaptations</p> <p>Commitment to and understanding of equal opportunities and disability awareness.</p> <p>Skills and knowledge in one or more of the following subject areas</p> <p>Wellbeing and self care. Art and crafts, Music (including the</p>

	<p>Using initiative with excellent listening skills</p> <p>Knowledge and understanding of 'safeguarding' vulnerable adults and children</p>	<p>ability to play a musical instrument) Nature topics.</p>
Experience	<p>Interest, experience or qualification in a chosen subject area, enabling you to deliver activities around this subject to our learners.</p> <p>Previous experience of working with people with a disability.</p> <p>Previous experience of organising and delivering activities for people.</p>	<p>Evidence of an active hobby or area of interest within a chosen relevant subject.</p> <p>Experience in an organisation providing an activity service through education or Day Services. Experience of teaching, or hosting a club.</p> <p>Experience in coaching or counselling.</p>
Qualifications	<p>English and Maths skills at GCSE Level C or above (or equivalent).</p> <p>Willingness to undertake any qualifications that become deemed necessary</p>	<p>A relevant qualification within a chosen subject area.</p> <p>Level 2 or 3 Activity Provision QCF award or equivalent is desirable.</p> <p>Level 2 award in Seated Physical Activity or equivalent would also be desirable.</p>