
The Independent Living Service Pilot

Appendix M

Activities Coordinator Role Profile

ROLE PROFILE

POSITION	Temporary Events/Activities Co-ordinator		
TEAM	Independent Living Service (ILS) Pilot Providers	LOCATION	Base as appropriate
VERSION	1	LAST UPDATED	December 2009

PURPOSE OF ROLE

Work with service users to identify, organise and promote activities in designation active ageing centres across the pilot partnership making use of any appropriate funding opportunities.

KEY ACCOUNTABILITIES

1. To analyse the availability of existing services provided within Community Network areas relevant to the Pilot Providers properties.
2. To foster good working relationships with existing scheme based staff.
3. To be responsible for the identification of suitable events/activities involving service users.
4. Identify any possible funding opportunities and complete applications.
5. To work with service users to promote and organise activities and events using a range of innovative and traditional methods.
6. Evaluate and report on success levels.
7. Research and build on potential partnership opportunities.
8. Maintain records of daily occurrences.
9. To be aware of health and safety / risk assessment requirements.
10. To become familiar with Pilot Provider organisational structures and ethos.
11. To maintain a good understanding of the Supporting People Quality Assessment Framework, CHS Code of Practice and the Audit Commission Key Lines of Enquiry.

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Pilot Provider organisations positively with all external agencies.
2. Service and support the organisations as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the

policy and standards.

6. Comply with the organisation Lone Working Policy and Procedure.

REPORTING

- Reports to the Senior Independent Living Advisor.

CONTACTS

Internal

- Supported Housing Staff
- Housing Services teams

External

- Dept of Adult Care and Support,
- GPs / Primary Care Trust
- Supporting People
- Cornwall Council
- Residents Next of Kin / family / Emergency Contacts
- Contractors
- Housing / Support Providers and Voluntary Agencies

PERSON SPECIFICATION

POSITION	Temporary Events/Activities Co-ordinator		
TEAM	Independent Living Service (ILS) Pilot Providers	LOCATION	Base as appropriate
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QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications:		<ul style="list-style-type: none"> To hold CIH Supported Housing Certificate To hold or be prepared to work towards European Computer Driving Licence (ECDL) NVQ Level 2/3 in Care and/or Customer Care To hold a first aid qualification
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Organising and facilitating meetings or focus groups Experience of grant applications/funding options Have an understanding of the role of promoting independence 	<ul style="list-style-type: none"> To have worked in a caring/support environment for at least one year. Knowledge of Supporting People and Adult Social Care Knowledge of COSHH Knowledge and understanding of Social Housing. Knowledge and experience of Safeguarding Adults/ Children's policies and procedures Presentation skills

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Job Related skills	<ul style="list-style-type: none"> • Proven IT skills including the use of MS Outlook, Word and Excel • Willing to display initiative and accept responsibility for decision making • Ability to plan and prioritise own workload 	<ul style="list-style-type: none"> • Knowledge of Benefits system. • Knowledge of relevant external agencies • Ability to develop new initiatives
Personal Skills	<ul style="list-style-type: none"> • Compassionate and respectful understanding of the general health and well being of the relevant customer base • To be innovative and creative in organising social activities. • Flexible approach • Excellent interpersonal and communication skills including the ability to act with tact and diplomacy • Good team player • Commitment and understanding of Equality and Diversity. • Commitment to empowering service users • 	<ul style="list-style-type: none"> • Ability to cope well under pressure, in an emergency situations
Other	<ul style="list-style-type: none"> • Full driving licence and have access to a car • Criminal reference bureaux check 	<ul style="list-style-type: none"> • Have an awareness of the roles of Independent Living Service teams.