

JOB DESCRIPTION

JOB TITLE:

Activities Co-Ordinator

REPORTING TO:

Community Team Manager

JOB PURPOSE

- To manage, organise and ensure the smooth running of the social clubs held at Westlea Centre to include;
 - i. overseeing the provision of clients' lunches and assisting where necessary and providing cover if required.
 - ii. ensuring that all clients are safely transferred to and from clubs, including arrangement of transport (taxis and volunteer drivers) where required.
 - iii. allocating volunteers that are rostered to assist at clubs
 - iv. ensuring stock for art and craft activities and prizes for weekly bingo and raffle are sourced and purchased.
- To organise other activities for clients off-site
- To research and implement new activities (following consultation with the Management team) and continue providing support to current established activities.
- To prepare and update risk assessments to ensure all safety risks are managed for clients, employees, volunteers and the public that take part in any activities on or off site.
- To attend and participate in the Community team weekly meeting to provide any relevant feedback and aid discussions on any clients' welfare or rehabilitation needs.
- To undertake joint visits with the Community Team and complete social club assessment forms for any new social club clients and ensure EYERIS is updated and transport arranged accordingly.
- To maintain the First Aid kits and Defibrillator.
- To provide data to the Community Team Manager for monthly Reports to include a record of numbers attending the social clubs.
- To manage ad-hoc projects and admin duties as they arise from the business plan.

KEY RESULT AREAS

- Provision of proactive, accurate and high standard support to the Jersey Blind Society (EYECAN) activities and social club in line with procedures and policies.
- Management of activities and events that support and engage community clients with visual impairments.

PERSONAL DEVELOPMENT RESPONSIBILITIES

- To develop and maintain good relationships with the team and the Charity.
- Work to a high level of accuracy, with little supervision and using own initiative to solve problems.
- To be flexible and adaptable, with a proactive approach to development and change.
- To maintain a friendly and empathetic nature to support clients and colleagues.
- To possess a professional and organised manner with good time management skills.
- To develop and maintain strong interactive skills and be able to relate with people of all ages and from all groups of society.



QUALIFICATIONS REQUIRED

- No specific qualifications are required for this role although experience in an activity coordinator role would be beneficial, health and safety (including risk assessment) and first aid training are desirable.

PERSON SPECIFICATION - EXPERIENCE

- Previous experience in an activities role
- Demonstration of excellent computer skills, mainly MS Office (Outlook, Word, and Excel)
- Excellent communication skills, both written and verbal

PERSONAL QUALITIES

- Proactive
- Friendly and empathetic
- Problem solver
- Committed
- Trustworthy