**Job description**

**Activities and Events Coordinator for care home.**

**Hours 40 hours per week.**

**Characteristics we are seeking:**

Are you a bubbly person, high spirited, someone who is lively, animated, and fun to be around, and someone who is fulsome, energetic, and enthusiastic about life. A confident person oozing positive attitude and exudes an attractive charisma.

We would like to meet someone with confidence, skills, and attributes to continue with the activities within our home. If you feel you can contribute to the spirit of our home with provisions, entertainment and gusto as shown on our facebook page.

https://www.facebook.com/SohamLodge/

If you see yourself entertaining at Butlins as a Red Coat you are probably the type of person we are looking for. Please contact us to see what we can offer you:

**Main Responsibilities**:

· To support residents to express their individual interests, wishes and requests and respond appropriately to these choices and facilitate their realisation where possible.

· To provide a suitable planned timetable of activities for all of our residents and encourage and support residents to access this.

· To continue the development of person-centred activity programmes adopting a multi-disciplinary approach where necessary and give due consideration to the residents’ personal, social and cultural needs.

· To have hands-on responsibility for implementing activities.

· To make ongoing assessments of individuals’ requirements and ability for recreational activity.

· To ensure “moving in” is a positive experience for our residents.

· To promote staff participation in activities and encourage contributions to the programme development.

· To liaise with the Business Manager and Home Manager with regard to the allocation of staff to the unit to assist in activities and daily services.

· Ensure that each resident is involved and engaged in activity at least once per day.

**Community Engagement:**

· Spend as long as required to actively promoting the care home within the local community and sourcing new contacts and groups that can assist with resident activity and PR.

· Find ways to bring these community groups (i.e. Women’s Institute, Round Table, Bridge Clubs and others) into the home and provide them with a positive experience which also benefits our residents.

· Assist the Home Manager and Business Manager in marketing activity to ensure this is the Home of choice in the local area, identifying sources for admissions.

· To arrange entertainers to visit the home.

· Plan the care home’s special events, such as garden parties, coffee mornings, fashion shows etc, involving local community, maximising the value of events from a PR perspective.

· Develop a programme of religious services in the Home for residents to attend if they wish, as well as taking residents outside to attend local services.

· To promote the home’s activities by inclusion in local community group newsletters and publications

· Develop a programme of annual events that the local community can be invited to.

· You will need social media knowledge/experience to manage the upkeep of the Soham Lodge Facebook page as seen: https://www.facebook.com/SohamLodge/

**Head of Department Duties:**

· Ensure there is a planned activities programme for the month ahead on display which has content relevant to the resident mix in the Home.

· Ensure a record is kept of each resident’s hobbies, interests’ abilities and preferences.

· Ensure entries are made regarding each resident’s participation in activities on at least a daily basis.

· Manage activity budget within planned limits and arrange fundraising events to boost activity budget.

· Oversee Wellbeing Facilitator duties to ensure objectives are met.

· Conduct regular supervision meetings with direct reports, including Activity Lead.

· Conduct annual appraisal for direct reports, including activity lead.

**General:**

· To attend regular staff meetings and training.

· To act at all times in a professional manner to visitors, staff and residents within the home.

· To leave the department safe and presentable at all times.

· To assist in the maintenance of a safe and healthy working environment by ensuring adherence to Soham Lodge Health & Safety policies and procedures.

· Duty to whistle blow if witness bad practice or harm to a resident within the care home.

**Remuneration:**

· 40 hours per week to include every other weekend

· 8 hours per day, 5 days a week

· free health and life cover benefits after 6 months

· 28 days holiday including bank holidays

**Minimum qualification requirement:**

NAPA Level 2 desirable but not essential

Ability to communicate effectively at all levels

Ability to manage own time, prioritising and organising work appropriately

Attention to detail

Work on own initiative, unsupervised

Please see our Facebook page:

https://www.facebook.com/SohamLodge/

and our website:

https://www.sohamlodge.co.uk/

For application form please email:

Job Type: Full-time

Salary: £24,000.00 per year

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