

## ROLE PROFILE

<b>ROLE TITLE</b>	Activities Co-ordinator
<b>DEPARTMENT</b>	Independent Living
<b>DIRECTORATE</b>	Customer Services
<b>RESPONSIBLE TO</b>	Extra Care Manager
<b>RESPONSIBLE FOR</b>	None

<b>ROLE PURPOSE</b>	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>To provide a varied and appropriate programme of activities in conjunction with the manager and the Customers in order to maintain a relaxed, friendly and participatory environment.</p>	

<b>ACCOUNTABILITIES / RESPONSIBILITIES</b>	<i>Statement of the main areas of accountability and responsibility</i>
<ul style="list-style-type: none"> <li>• To ensure that there is a varied programme of activities suitable for older people, to plan organise and publicise these event actively encouraging customer participation and where appropriate participation from other groups e.g. relatives and general public</li> <li>• To liaise with customer lead committees with regards to fundraising activities, maintaining effective links for this purpose with the local community</li> <li>• Keep accurate records, including details of financial transactions with regards to customer participation.</li> <li>• Responsible for risk assessing activities ensuring an accurate record of all assessment is kept.</li> <li>• To take a lead role in working in partnership with local service providers to maintain and encourage an active community.</li> </ul>	

- To promote the services that are on offer in the scheme to bring in extra business to benefit customers.
- To oversee and ensure correct spending of the activities budget

<b>KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS</b>	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> <li>• An ability to listen to and relate to older people</li> <li>• Good communication skills</li> <li>• Self motivated, cheerful and enthusiastic</li> <li>• Ability to work in an organised and effective manner</li> <li>• Ability to manage time effectively</li> <li>• Ability to work under own initiative as well as team working</li> <li>• Flexibility and adaptability, particularly with regard to working hours</li> <li>• Good standard of education</li> <li>• Knowledge of local resources for older people</li> <li>• Knowledge of health and safety issues including risk assessment</li> <li>• Ability and willingness to travel to meet the requirements of the role.</li> </ul>

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
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Signed by Manager		Date	
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