

Lead Activities Coordinator

Job description and person specification

Your role

As a Lead Activities Coordinator with Exemplar Health Care, you'll lead your team in organising meaningful and entertaining activities for the people we support. You'll play a key role in empowering them to live fulfilled and happy lives.

You'll support people to take part in activities that are meaningful to them and improve their health and wellbeing.

Your team's role may include supporting people to take up new hobbies, meet their friends, go out for tea, visit their regular hairdresser or stay fit at the local gym – whatever they choose to do!

**Your role is likely
to include:**



Leading the Activities Team

Our Lead Activities Coordinators oversee an in-house Activities Team, ensuring they provide a meaningful activities programme.

This is a senior role which requires you to prioritise and delegate the workload of the team and provide education and advice to colleagues. You'll implement a positive workplace culture and carry out regular supervisions and Performance Development Reviews (PDRs).

Planning meaningful activities

Our approach to care involves supporting people with all aspects of their lives, including their social lives.

As Lead Activities Coordinator, you'll be responsible for organising individual activity plans based on people's unique goals and interests. You'll lead and coach your team in supporting people to take part in activities that are meaningful to them, through one-to-one and group activities.

This could include cooking, gardening, shopping, bowling, singing and walking.

You'll advise on the resources and equipment needed for activities and may be responsible for a small budget.

Building community connections

A big part of our care involves empowering people to be involved in their local community, wherever possible.

Our Activities Coordinators support people to take on new hobbies, go out for tea, visit their regular hairdresser or stay fit at the local gym – whatever they choose to do!

You'll be an active networker and be able to build relationships with local organisations and charities.

You'll make the required arrangements to help people access the community, including doing risk assessments and planning transport.

Maximising independence

Life with Exemplar Health Care is all about choice.

Our Activities Coordinators support people to take part in therapeutic activities which help them to achieve their goals and aid their treatment or recovery.

You could help someone to learn how to cook, access volunteering or education, take on roles in the home, or build their movement and mobility.

You'll be empowered to explore and introduce innovative ways to enhance activity provision, for example through the use of virtual reality.

Providing companionship

Moving into a care home can be a big change and challenge for some people, especially younger adults.

Our Activities Coordinators provide companionship and treat everyone with dignity, patience and compassion at all times.

Writing care plans

When someone moves into one of our homes, we work with them and their loved ones to develop a care plan that's based on their personal needs and goals.

Our Activities Coordinators are always aware of people's goals, preferences and choices as outlined in their care plan, and play an

important role in keeping them up-to-date.

You'll work with the wider Care Team to assess people's needs, monitor their health and wellbeing, and measure their progress.

Working as a team

You know what they say, teamwork makes the dream work!

As Lead Activities Coordinator, you'll work as part of a wider team, which includes Health Care Assistants and Registered Nurses, to provide a range of meaningful activities.

You'll provide advice, support and guidance to your colleagues, and promote a whole-team approach to activities to improve the lives of the people you support.

Supporting residents

Some of the people we support display behaviours of concern.

We take a positive behaviour support (PBS) approach to supporting people who display behaviours of concern. We work with them to understand the reasons for the behaviour and implement strategies to reduce it.

As part of your induction you'll do our EPBS training that's been certificated by Bild ACT. This ensures that you have the right skills and knowledge to deliver this type of care.

At all times, you'll be supported by a team of Registered Nurses in the home, as well as Exemplar Health Care's Behaviour Support Specialists.

This job description may be reviewed. You also might need to carry out other appropriate duties as reasonably required.

Who you are

Just like the people we support every member of our team is different and offers something new. Yet, there are some characteristics you'll need to be a great Lead Activities Coordinator.

As Lead Activities Coordinator you'll:

- a great **leader**, able to inspire and motivate a team
- **caring, kind** and able to see the **funny** side of life
- a **creative thinker**, always on the lookout for new activities and ideas
- **enthusiastic, encouraging** and **inclusive**
- a born **organiser** with a positive, can-do approach
- great at **listening** and communicating
- understanding of **individual needs**
- can **communicate** with a range of people, including those who use communication aids
- follows **policies, processes and regulations** around uniform, infection prevention and control, health and safety, and safeguarding (training will be provided)
- understanding of what **safeguarding** is and how you support people to keep safe

Working in a care home can sometimes be a challenging environment, so the ability to **think on your feet** and remain **focused and calm** in difficult situations is also important in this role.

Our values – and yours

The values we hold tell you what it's like to work at Exemplar Health Care. It's important every team member makes them part of everything they do.

To be a successful Lead Activities Coordinator, you'll need to show us you share our values:



Each of these values is crucial.

Yet no matter your role, we expect you to make life fun for our people and your colleagues.

To understand more about what fun means to us and how we make it happen, take a look at what we're up to on our [Facebook page](#).

Your qualifications and training

It's great if you have a relevant diploma or NVQ. But you don't need to have a qualification or have taken specific training to be a Lead Activities Coordinator with Exemplar Health Care.

Induction

When you start, you'll do a welcome induction which covers mandatory and statutory training including moving and handling, safeguarding, person-centred care and infection prevention and control.

It also includes Exemplar Positive Behaviour Support (PBS) training with our Behaviour Support Team.

After that, you'll do a role specific induction in your home with the support of a buddy.

Ongoing learning

Throughout your employment, you'll have regular supervisions and Performance Development Reviews (PDRs) with your Manager.

During your PDR, you'll review your progress, celebrate your achievements, address any issues and identify your career aspirations.

There are lots of opportunities to continue your learning and progress in your career if you wish.

Life skills toolkit

As a Lead Activities Coordinator, you'll work through our in-house life skills toolkit to learn more about meaningful activities and service user

engagement. As part of the toolkit, you'll achieve a bronze, silver and gold award to celebrate your progress and achievements.

We ask that you:

- attend and complete your induction
- take part in all planned training we offer, both eLearning and face-to-face
- continue to learn on the job, especially during your first few months with us
- go to your supervisions and performance development reviews when your manager invites you
- commit to learning and keep your skills and knowledge up to date.

Who we are

At Exemplar Health Care, we provide nursing care for adults living with a range of complex needs arising from dementia, neuro-disabilities (including brain injuries and Huntington's disease), mental health conditions and physical disabilities.

We also have a number of registered services to support people with a learning disability.

Exemplar Health Care has more than 50 care homes across the UK, where the people we support, their needs and their stories are all different.

Yet in all of our homes, one thing remains the same: our Lead Activities Coordinators empower people to maximise their independence and live life to the fullest.



Our mission

To make *every day better* for the people we support, and our colleagues.



Our vision

That adults living with complex needs can access outstanding care and support, in a community-based home that's close to their family and friends and focused on their personal goals and outcomes.

Person specification

– Lead Activities Coordinator

	Essential	Desirable	How assessed
Qualifications			
Good general education		Y	Certificates
Commitment to learning	Y		Certificates, interview
NVQ or equivalent in health and social care		Y	Certificates
Personal qualities and behaviours			
Demonstrates the Exemplar Health Care values	Y		Application, interview
Motivated with a can-do attitude	Y		Interview
Willing to learn and develop	Y		Application, interview
Approachable	Y		Interview
Enthusiastic and encouraging	Y		Interview
A great leader, able to inspire and motivate a team	Y		Interview
Your skills			
Interpersonal skills	Y		Application, interview

	Essential	Desirable	How assessed
Verbal and written communication skills	Y		Application, interview
Event and activity planning in a care home setting		Y	Application, interview
Creative and innovative thinking	Y		Application, interview
Works on own initiative	Y		Application, interview
Adaptable	Y		Application, interview
Excellent observational skills	Y		Application, interview
Able to build trust and rapport	Y		Application, interview
Demonstrates continuous improvement		Y	Application, interview
Time management and organisational skills	Y		Application, interview
Job specific skills and knowledge			
Relevant experience as an Activities Coordinator, in a care role and/or leading a team	Y		Application, interview

If your application is successful, you'll be required to follow our data protection, health and safety, and safeguarding policies. Full training will be provided.

Health and safety

As an employee of Exemplar Health Care, you have a duty under the Health and Safety at Work etc Act 1974 to:

- take reasonable care of your own health and safety and that of all other persons who may be affected by your acts or omissions at work
- co-operate with your employer to ensure compliance with health and safety legislation, policies and procedures
- observe and follow all health and safety rules, regulations and codes of practice
- recognise the rights of the people we support to take risks to promote their own recovery
- not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions
- report all accidents, dangerous occurrences, incidents and hazards in line with company policy
- respect confidentiality relating to information gained through employment with the organisation and ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Exemplar Health Care is committed to safeguarding all children and vulnerable adults, and expects all colleagues and volunteers to share this commitment.

As an Exemplar Health Care employee, you have a duty to protect our residents and colleagues from any form of abuse or neglect.

When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act 2014, the Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards (DoLS).

You'll learn more about safeguarding in your induction, but it might be helpful to do some research before you start working with us.

To comply with Exemplar Health Care's safeguarding children policy and abuse and safeguarding policy, all colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This requires you to:

- familiarise yourself, and comply with, local child protection procedures and protocols for promoting and safeguarding the welfare of children and young people
- familiarise yourself, and comply with, local multi-agency safeguarding vulnerable adults plans and procedures
- familiarise yourself, and comply with, protocols and systems for information sharing

- know how to report safeguarding concerns
- participate in required training and supervision
- comply with required professional boundaries and codes of conduct.

You'll learn more about safeguarding during your induction and will be shown all relevant policies and procedures.

Data protection

At all times, you must respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.

This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

You'll learn more about data protection, as relevant to your role, during your induction.