Role profile

**Activities Co-ordinator – Supported Housing for Older People**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Adult Services |
| **Reports to** | Registered Manager |
| **Job family** | Care and Welfare |
| **Grade**  | C |
| **Political restricted?** | N |
| **DBS required?** | Y – Enhanced with Adults Barred List |
| **Date**  | June 2025 |
| **JE Code** | JE0663 |

Key deliverables

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| **1** | To provide a varied and stimulating programme of activities, either for groups or on a 121 basis, using resources creatively. Support tenants to be involved in the organisation and choice of events.  |
| **2** | To establish links with internal and external partners to encourage sharing of facilities and resources. |
| **3** | Be aware of health and safety and ensure that tenant and activity risk assessments are followed. Ensure safe storage of equipment and materials.  |
| **4** | Ensure clear records are kept of activities undertaken and establish a database of resources. |
| **5** | To assist with the provision of care and support as required, following the tenants care plan. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Experience of working with older people and an understanding of the diverse needs of individuals. |
| **2** | A creative and energetic approach to providing stimulating activities for groups and individuals.  |
| **3** | An understanding of risk and the need to mitigate this.  |
| **4** | A willingness to complete all mandatory training as required. |
| **5** | Holds a full, clean UK driving license and has access to own vehicle for supporting tenants to access the local community. |
| **6** | An Enhanced DBS Check with an Adult Barred List check is required due to the role holder working within a regulated activity with adults, providing personal care. |

Job family

**Care and Welfare (Grade C)**

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| **Colleague expectations*** Be professional at all times
* Work together for the good of the team, city council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Manager expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Care and Welfare family jobs have as their primary responsibility the vulnerable members of our community who depend upon the city council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level job holders work directly with vulnerable clients, assisting them with day-to-day activities and focusing on their personal development and wellbeing.

**Knowledge and skills required**

Job holders will require to have knowledge of a range of tasks and activities related to the care and welfare of vulnerable members of the community. This will be learned through a combination of formal certification and experience of working with others. Appropriate levels of literacy and numeracy will be required to maintain records and otherwise assist with associated administrative tasks.

With the encouragement of physical activity an important element of support programmes, job holders will require significant dexterity and co-ordination in assisting others with a range of exercises and activities. The need to simultaneously assist several clients will demand speed and precision in these tasks.

**Thinking, planning and communication**

Assessing the immediate needs of others and devising appropriate responses is a central element of roles. Solutions to day-to-day problems come generally from established practice and guidelines but job holders will also need to be creative in their approach to engaging with those in their care.

Communication with others is central to these roles. Job holders will constantly interact with others for whom messages, instructions and advice must be tailored in a manner appropriate to their needs.

**Decision making and innovation**

Job holders will prioritise their day-to-day work in line with established procedures and guidelines of their team, referring problems to their supervisor or manager.

**Areas of responsibility**

Job holders will have responsibility for the care and welfare of those for whom they provide direct services. Their work will impact directly on the wellbeing of those in their care.

Other than assisting new staff in general induction and familiarisation with team tasks and routines, they will have no supervisory responsibilities.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will spend a small proportion of their working time maintaining records and will also share responsibility for the safe use and storage of equipment.

**Impacts and demands**

Job holders will be expected to spend a considerable proportion of their working time on their feet and/ or engaged in physical activities which can, on occasions, be considerably demanding such as assisting others to walk/move or shifting equipment.

Job holders will be required to main an awareness of the general surroundings and the movements/activities of those engaged within it, this will require periods of concentrated sensory perception. Job holders may, in addition, experience some work related pressure from dealing with the competing demands of service users.

With constant exposure to vulnerable children and/or adults, it is inevitable that many of the working relationships which are central to the role will see job holders needing to exert greater than normal emotional resilience.

As job holders work directly with vulnerable clients, there will be occasions where they will be exposed to more than standard office type working environments featuring noise, odours or even unpleasant or threatening behaviours.