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Activities Coordinator

Reference: 94135

Thornaby Complex Mental Health and Learning Disabilities Service

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation, however we cannot accept a CV as a completed application.

Closing Date: 03 November 2026

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS**.**

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department

All employees are subject to enhanced DBS checks

JOB DESCRIPTION – ACTIVITIES COORDINATOR

Thornaby Complex Mental Health and Learning Disabilities Service

Hours: 22.5 hours per week to be worked flexibly to the needs of the service

Responsible to: Service Manager

The Role:

To organise and coordinate varied and stimulating activity programmes, for the people we support, who have a diagnosis of dementia/memory impairment.

Main Duties:

1. To devise and co-ordinate a varied programme group activities, ensuring a wide choice of age, gender and culturally appropriate activities to meet the identified needs and interests of the people we support.

The range of activities will include:

The role involves planning and delivering a varied programme of person-centred activities that promote recovery, independence, confidence, wellbeing and social inclusion. Activities may include:

- Facilitating social groups that encourage communication, relationship-building, peer support and the development of social skills.
- Delivering creative activities such as arts and crafts, photography, music, creative writing and digital media to encourage self-expression, confidence and emotional wellbeing.
- Providing cognitive and problem-solving activities, including quizzes, puzzles, board games, memory games and team challenges, to support concentration, learning and cognitive development.
- Supporting life skills sessions, including cooking, budgeting, meal planning, personal care, shopping, travel training and household management to promote greater independence.
- Promoting healthy lifestyles through physical activities such as walking groups, gym sessions, yoga, gardening, sports, mindfulness and healthy eating workshops.
- Delivering wellbeing and emotional regulation activities, including mindfulness, relaxation techniques, sensory activities, coping strategies and stress management sessions.
- Organising music, dance and movement activities that encourage creativity, physical wellbeing and positive social interaction.
- Supporting vocational and educational opportunities, including volunteering, employment preparation, digital skills and goal-setting activities to increase confidence and independence.
- Planning and facilitating community-based activities, outings and visits to local attractions, cafés, parks, leisure centres and cultural events to encourage community participation and reduce social isolation.
- Encouraging participation in local groups, events and leisure opportunities that reflect each individual's interests, strengths, cultural background and personal goals.
- Adapting all activities to meet the individual needs, communication styles, sensory preferences and abilities of people with mental health needs, autism and learning disabilities, ensuring activities are accessible, inclusive and person-centred.

1. To welcome the people we support, their families, and other professionals to events and activities within the service, ensuring a positive, welcoming and inclusive atmosphere at all times. To ensure activities are adapted to meet the needs of the people we support.

2. To promote links with community organisations, voluntary groups, tenants groups and the local neighbourhood to enable access to social and other activities outside the Service.

3. To encourage appropriate input into the Service from local groups and individuals, e.g. mental health peer support groups, walking groups.

4. To maintain a resource file of local information regarding local groups, community activities and events to promote social inclusion and engagement in the wider community

5. To celebrate local events, days of national and religious significance, birthdays and other special occasions within the service by organising appropriate celebrations.

6. To organise fundraising and social events and where possible to involve families, local groups and neighbours.

7. To develop and use a range of person-centred resources, communication aids and meaningful activities that promote wellbeing, independence, emotional regulation, social engagement and cognitive development.

8. Activities should be adapted to meet individual needs, strengths, communication preferences and sensory requirements, supporting people to achieve their personal goals and maximise their participation in daily life.

9. To create visually appealing and attractive displays of art work, photographs etc to display the creative work of the people we support and to promote the activity programme.

10. To devise a monthly Newsletter with the people we support highlighting activities/events undertaken and up and coming activities/events.

11. To promote anti-discriminatory practice through building links with local groups and organisations, e.g., faith groups and representatives of BME communities.

12. To ensure the people we support are supported in meeting their cultural and spiritual needs and in expressing their personal identity.

13. To maintain an up-to-date knowledge of current legislation, evidence-based practice and emerging approaches in the delivery of meaningful activities and therapeutic interventions for people with mental health needs, learning disabilities and autism.

14. To develop and maintain effective working relationships with multidisciplinary professionals, including Occupational Therapists, Psychologists, Speech and Language Therapists, Community Teams and local organisations, to promote best practice, enhance community inclusion and deliver high-quality, person-centred support.

15. To promote health and wellbeing for all tenants through information about diet, exercise, smoking cessation and safer drinking. To foster working links with health promotion and primary and preventative health services.

16. To promote the mental health, confidence and self-esteem of tenants through their active participation in on site and community activities.

17. To take appropriate action in the event of accidents, incidents and emergencies, ensuring that the senior member of staff is informed promptly.

18. To keep the communal rooms and offices maintained in a clean, safe and comfortable condition at all times.

19. To follow health and safety guidelines carefully and to alert the senior member of staff on duty immediately of any concerns in relation to health and safety issues.

19. To ensure that appropriate records of activities and attendance are kept in the prescribed format. To document all work undertaken for the people we support, their general progress, any concerns and any communication or liaison with other agencies.

20. To seek feedback from tenants and their families regarding the activities provided and to develop new activities to meet unmet need and new interests.

21. To maintain and manage a range of resources and equipment that support the delivery of engaging, person-centred individual and group activities. This may include arts and crafts materials, sensory resources, digital devices and applications, gaming equipment, music and multimedia resources, communication aids, sports and fitness equipment, cooking resources, wellbeing materials and other activity supplies. To maintain accurate stock records, monitor usage and order replacement resources as required, ensuring effective budget management and value for money.

22. To ensure that all equipment utilised for activities is maintained in a safe and hygienic condition and in good working order.

General Duties-

1. To accept regular support and supervision from line manager.

2. To carry out all work in a manner that is consistent with the aims and principles of Creative Support.

3. To maintain confidentiality at all times, in accordance with the agreed policy.

4. To treat all service users and stakeholders with respect and courtesy.

5. To observe any written policies, procedures and guidelines for good practice as agreed by Creative Support.

6. To establish and maintain effective working relationships with co-workers, supervisors and the people we support

7. To pursue personal development of skills and knowledge.

8. To comply with and to implement the Equal Opportunities Policy of Creative Support.

9. Any other duties as required.

10. To promote the safety and protection of vulnerable adults by ensuring that all safeguarding issues and concerns are reported promptly in accordance with TMBC and Creative Support's Safeguarding Policies.

PERSON SPECIFICATION – ACTIVITIES COORDINATOR

Thornaby Complex Mental Health, Autism and Learning Disabilities Service

	QUALITIES REQUIRED	How Assessed	Essential or Desirable
1	Educated to a good standard	Application & Interview	Essential
2	Experience of arranging activities and events	Application & Interview	Essential
3	Good IT skills with knowledge of Microsoft Office, accurate keyboard and word processing skills, reasonable typing speed	Application, Interview & Exercise	Desirable
4	Written communication skills to produce correspondence of a professional standard	Application, Interview & Exercise	Essential
5	Active listening and verbal communication skills for effective interaction with members of the public, managers and staff at all levels	Application & Interview	Essential
6	Good standard of English both verbally and written in addition to excellent interpersonal skills	Application & Interview	Essential
7	Ability to work with minimum supervision/plan and prioritise own workload	Application, Interview & Exercise	Essential
8	The ability to work under pressure and to specific deadlines	Application & Interview	Essential
9	Understand and observe strict confidentiality at all times	Application & Interview	Essential
10	Ability to provide a helpful and responsive reception and message taking service	Application & Interview	Essential
11	Ability to use initiative and problem solve	Application & Interview	Essential
12	Ability to organise and prioritise the work of an office	Application,	Essential

		Interview & Exercise	
13	Ability to take accurate notes/minutes of sensitive meetings	Application & Interview	Essential
14	A warm and positive approach to tenants and their families	Interview	Essential
15	An understanding of the needs of older people	Application & Interview	Essential
16	Commitment to excellent customer care	Application & Interview	Essential
17	Tact and diplomacy in all interpersonal relationships with customers and work colleagues	Application & Interview	Essential
18	The ability to work in a professional and confidential manner	Application & Interview	Essential
19	Willingness to consult colleagues and to work as part of a team	Application & Interview	Essential
20	Self-motivation and personal drive to complete tasks to required time scales and quality standards	Application & Interview	Essential
21	The flexibility to adapt to changing workload demands and new organisational challenges	Application & Interview	Essential
22	Willingness to work flexible hours according to needs of the service/department	Application & Interview	Essential
23	Willingness to abide by the Creative Support's no smoking policy	Application & Interview	Essential

TERMS AND CONDITIONS – ACTIVITIES COORDINATOR

Thornaby Complex Mental Health and Learning Disabilities Service

Pay Structure:

Salary:	**£12.85 per hour**
Please Note: *Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.*	

Hours of Work:

3 days to be worked flexibly to the needs of the service

Holidays:

20 days plus 8 statutory days pro rata.

Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 15 hours per week.

Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Care Certificate and Level 2/3 Health & Social Care Diploma:

All employees will be required to undertake and complete the Care Certificate. Following the successful completion of the probationary period staff are automatically enrolled onto Level 3 Health and Social Care Diploma. If you hold NVQ/Diploma 2/3 Health and social care or equivalent you will of course not need to do the award again, but we may support you to undertake qualifications.

Birthday Holiday Bonus:

All employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:
The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:
After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Sickness Policy:
Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support pays for the first three working days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty Four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:
Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:
Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:
Creative Support offers discretionary benefits in addition to statutory benefits. These include:
- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:
This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:
Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:
Administered by Charities Trust, a tax efficient was of donating a regular basis to any of the registered charities either large or small.

WeCare Awards:
Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:
Employee benefits and discount vouchers available through the Your Rewards website.
Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:
£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:
Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

Welcome Back Grant:
£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Uniform:
If applicable for your service you will be provided with a uniform. The amount of uniforms that provided will be depended on your hours worked.

Company mobile phone and laptop:
If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:
These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:
A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

Interviews:
We will be interviewing for this role as suitable applications are received and may close this role before the closing date upon a successful candidate being appointed.

Networks:
The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.