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Activity Worker

Reference: 97077

Brent and Harrow Extra Care Services

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: 17 November 2026

Once you have submitted or posted your application form, please allow *10 working days* after the closing date for a response. Please return the completed application form by email to recruitment@creativesupport.co.uk or 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 - ACTIVITY WORKER
Brent and Harrow Extra Care Services

Hours: Part time, 20 hours per week. To be worked flexibly across 3/4 days, according to the needs of the service. You will also be expected to occasionally work evenings & weekends

Responsible To: Extra Care Activities & Partnerships Manager, and other Senior Managers

The Role:
To develop and co-ordinate a stimulating range of activities for our clients, which are to be developed in a guiding and supportive manner. You will be developing these activities collaboratively, ensuring that you meet the identified needs, interests and preferences of service users, as outlined in their personal support plans. You should aim to promote confidence and independence of service users, which can be evidenced by positive outcomes.

Main Duties

1. To devise and co-ordinate a programme of group and one-to-one activities, ensuring inclusion for all service users regardless of age, gender or culture.

2. To welcome tenants, their families, carers and other professionals to events and activities within the service, upholding a positive, welcoming and inclusive atmosphere at all times. To ensure tenants with sensory and physical disabilities and other additional needs can actively participate in activities.

3. To create visually appealing and attractive displays of artwork, photographs, etc. in order to display the creative work of service users and to promote the activity programme.

4. To promote anti-discriminatory practice through building links with local groups and organisations, faith groups and representatives of BAME (Black and Minority Ethnic) communities.

5. To support service users in realising their cultural and spiritual needs and in expressing their personal identity.

6. To be aware of current thinking and best practice in the provision of activities for vulnerable adults such as older people, people with dementia, people with physical and sensory disabilities, people with mental health concerns or learning disabilities.

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

8. To take appropriate action in the event of accidents, incidents and emergencies, adhering to all Creative Support health and safety procedures and policies.

9. To ensure that appropriate records of activities and attendance are kept in the prescribed format. To document all work undertaken in support of service users, their general progress, any concerns and any communication or liaison with other agencies. To seek feedback from tenants and their families regarding the activities provided and to develop new activities to meet unmet needs and new interests.

10. To gather feedback from service users on their satisfaction with the services and opportunities we offer. To use this information to improve and shape services for the benefit of its service users.

11. To provide support to the team of activity support workers by covering any activities across London and Bromley if required.

General Duties

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

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

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

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

5. To identify own training needs in discussion with line manager and to attend training events and courses as required.

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

7. To ensure effective communication with line manager.

8. Any other duties as required.

PERSON SPECIFICATION – ACTIVITY WORKER

Brent and Harrow Extra Care Services

	QUALITIES REQUIRED	How Assessed?	Essential / Desirable?
1	Experience delivering activity sessions to a group of clients with varied needs	Application	Desirable
2	Proven experience working with people with dementia, Alzheimer's and learning disabilities	Application	Desirable
3	Excellent written and verbal communication skills	Application	Essential
4	Ability to proactively manage own workload and take instruction from varying managers	Application & Interview	Essential
5	The ability to devise and manage programmes and work within deadlines	Application & Interview	Essential
6	Good general IT skills and an excellent working knowledge of Office applications (Word, Excel and Publisher)	Application & Interview	Essential
7	A well organized and analytical approach to data and information, with the ability to review and summarize information quickly and concisely.	Application & Interview	Essential
8	Willingness to travel and work flexible hours which may include some evening and weekend work as agreed with line manager	Interview	Essential
9	An ability to demonstrate a genuine passion for the third sector, interest in health and social care policy/provision and commitment to our person-centred values.	Interview	Essential

TERMS AND CONDITIONS – ACTIVITY WORKER

Brent and Harrow Extra Care Services

Salary:	**£14.80 per hour**
Please Note: *We are currently offering a choice of weekly or monthly pay. 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.*	

Hours:

Part time, 20 hours per week. To be worked flexibly across 3/4 days, according to the needs of the service. You will also be expected to occasionally work evenings & weekends.

Holidays:

20 days plus 8 statutory days. If part-time, these will be pro-rata to working hours.

Festive Holiday Enhancements:

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.

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.

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.

Adult Care Certificate and Health & Social Care Diplomas:

All employees will be required to undertake and complete our Induction Pathway. Following the successful completion of the probationary period staff are automatically enrolled onto the Level 2 Adult Care Certificate or Level 3 Health and Social Care Diploma. If you already hold the Care Certificate or Diploma level 2/3 Health and Social Care or equivalent you will not need to do the award again, but we may support you to undertake other relevant professional qualifications.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks. DBS disclosures must be renewed every 3 years unless you have subscribed to the update service. Creative Support will pay for DBS checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, future 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 your 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 Statutory Sick Pay 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:
Staff become members of a non-contributory group life assurance scheme after 6 month's employment. This scheme provides a death in service benefit equivalent to 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.

Welfare Fund:
We offer confidential non-repayable welfare grants up to £350 to employees experiencing hardship.

Hospital Saturday Fund:
You can join the Hospital Saturday Fund and pay your subscription through your salary. This is an easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy. There is a choice of membership fees and benefits.

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.

We Care Awards:
Recognising dedicated staff across Creative Support 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:
Vouchers are awarded in the December following the 10th, 15th, 20th, 25th and 30th year anniversary of your continuous service date with Creative Support (£100, £150, £200, £250, £300 respectively).

Retirement Awards:
We offer £100 bonus should you choose to retire from employment with Creative Support. Eligible for all permanent contracted employees with at least two year's continuous service.

Refer a Friend Scheme:
Staff who successfully refer a friend to Creative Support's employment can claim £200 (£100 worth of vouchers when their friend starts work and another £100 worth of vouchers when their friend passes their probationary review after four months of employment.)

Welcome Back Grant:
£200 worth of vouchers for employees who return to Creative Support at least six months after resigning from their original post.

Uniform:
If applicable for your service you will be provided with a uniform. The number 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 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 company business. We will reimburse the costs incurred on company business on receipt of authorised claim forms. If you use a car for business purposes you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection.

EDI & LGBTQ+ Employee 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.

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