



Role profile

Post	Activities Co-ordinator
Responsible to	Operations Manager
Responsible for	Coordination of activities across extra care services
Department	NHG Care & Support
Competency Level	A
Date	January 2019

Job purpose

The activity Coordinator will develop key partnerships, advise and support Extra Care schemes on how to plan activities, outings and events including ensuring each scheme is linked into NHGs volunteer program.

Key tasks

1. Support the Extra Care Managers to enable their schemes to develop activities, events and outings.
2. Ensure each scheme develops a program of weekly events as well as one off and special events at each site.
3. Support the Extra Care Managers to maintain and build on existing programmes including activities which customers identify they wish to be involved in.
4. Work in an agile way across the business using mobile technology (a laptop and mobile phone) to ensure a connection with the localities which does necessarily require travel.
5. Work with the Extra Care Managers to ensure all the required staff and materials are available and any promotional materials are developed and distributed in advance of the programmes.
6. Alert key staff to new ideas, new resources, offer support and advice on how to make activities and events a reality.
7. Maintain effective working relationships with residents, colleagues and external agencies in order to make best use of resources
8. To identify residents who want to volunteer and seek ways to support resident volunteers who organise and run events.

General

9. At all times follow the financial regulations, policies and procedures at NHG.
10. At all times follow NHG's Health and Safety policy and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.



This list of tasks and responsibilities is not exhaustive; the postholder may undertake other duties as required.

How do you meet our requirements?

Below you will find the skills, abilities, experience and competencies needed to do the job. For further information about the expectations set against **the competency level** of this role (see above), please refer to the full **One Notting Hill competency framework**. This is available on our jobs site and intranet, Hive.

You'll be assessed on the following criteria at various stages throughout the selection process. Should you be successfully appointed to the role, these same criteria will be considered during your probation/review period and at your bi-annual on track (appraisals) alongside your objectives set by your manager.

You must be able to show competency in the following behaviours and abilities		Linked core value
1.	Accountability and Resilience	Collaboration <ul style="list-style-type: none"> We challenge and support each other We believe partnerships make us and our communities stronger We are united and we are one NHH
2.	Managing and leading	
3.	Communication and Influencing	Integrity <ul style="list-style-type: none"> We act with integrity and openness We are motivated by the positive impact of our work We are independent, financially strong and have good governance
4.	Customer Service	
5.	Creativity and innovation	Inspiration <ul style="list-style-type: none"> We are inspired by what we do and where we've come from We are committed, relevant and make a difference We believe that our actions can change lives and communities for the better
6.	Commercial Awareness	

You must also be able to or have the following knowledge, skills or experience	
1.	Experience and knowledge of the voluntary sector Excellent PC skills including Microsoft Office packages Word and Excel
2.	Experience of working with older people including an awareness of activities planning and delivery
3.	Knowledge of fundraising and grant aid procedures



This role requires a DBS check. Therefore **an enhanced** and barred list DBS check will be requested in the event of you being offered the position as part of our pre-employment checking process.

Working Here

