



**The Royal Star
& Garter Homes**
Caring for the nation's military family since 1916

Job Description

Job title: Activities Coordinator
Reports to: Activities Manager

Main Purpose of Job:

- To actively support 60 people living in the Home with nursing needs including a specialist 15 room dementia household.
- To assist with the planning and implementation of a varied activities programme for the whole Home. This should include individualised and group activities and days out that are person centred and appropriate to residents' requests, needs and abilities.
- To develop and maintain life histories and military care plans celebrating people's unique history and experiences, in collaboration with the nursing team.
- To work closely with and support the Activities Manager to plan and co-ordinate volunteering activity for the support and benefit of residents.

Key tasks and Responsibilities

- To actively promote a culture where the activity programme is accepted and recognised as essential to wellbeing and integral to daily care, and is the responsibility of all staff supporting residents
- To organise and enable care staff to deliver a range of activities as part of their daily routine. Provide leadership and support to encourage and generate ideas.
- To promote the Charity's Star Qualities and Values as integral in daily care
- To update and objectively review statistical information regarding the participation of residents in activities and to incorporate person centred care planning in regard to resident's activities into their (Caresys) care plan.
- To regularly evaluate activities to ensure success, suitability and popularity. Develop new ideas in consultation with the residents, relatives, activities staff, and other staff within the home.
- To assist in the planning and delivery of a wide range of person centred daily/weekly/monthly individual and group activities and outings.
- To seek out and identify appropriate entertainers, activity visitors and schedule special events in consultation with the Activities Manager and other individuals.
- Nurture contacts with local care organisations, schools and other parties to participate in a reciprocal relationship with the Home.
- To ensure that activities and outings are enjoyable, stimulating and person

The Royal Star & Garter Homes

centred while taking into account any age related needs, disabilities and personal choices.

- To motivate and encourage residents to participate in activities and ensure that all residents have equitable access to all activities and outings.
- To be flexible with working hours have the ability to accompany residents on outings and attend/manage weekend/evening internal events where appropriate.
- To ensure all activities both internally and externally are suitably risk assessed for those individuals taking part.

General

- To undertake such other duties as may be required and which are consistent with the nature of this post
- When required to take a Lead role and be the first point of contact for Activities when the Activities Manager is not in the Home.
- At all times, to promote the interests of the Charity and ensure that the culture and ethos of The Royal Star & Garter Homes is maintained, nurtured and supported
- To ensure within the scope of your role that you promote health and safety and comply with the requirements set out in the Home's Health & Safety Policy and the Data Protection Act, 2013.
- To be aware of, and assist in the co-ordination of the fire evacuation and all other emergency procedures
- To actively promote the concept of Equality and Diversity in all aspects of your role.
- To be aware of and comply with the Home's security procedures
- The role requires a high degree of confidentiality and, it is expected that the job holder will meet these exacting standards at all times.
- To promote and deliver the highest standards of care, respect and support to residents, colleagues and others

Person Specification

Essential

- Excellent communication and organisational skills
- Imaginative, innovative, creative and confident
- Customer care focus
- Caring, energetic and positive
- Genuine empathy and interest in working with older people
- Ability to work on own initiative
- Demonstrate good judgement, problem solving and decision making
- Able to motivate others
- Good team player and builds relationships
- Flexible and adaptable
- Good literacy and numeracy abilities
- Computer Literate – Microsoft –outlook/ word/excel/PowerPoint
- Able to work some weekends and evenings as required

Desirable

- Previous experience working with older and disabled people
- Previous experience in providing meaningful activity involvement for older

The Royal Star & Garter Homes

people with Dementia

- NVQ or other qualifications in Care / Activities
- A relevant hobby, e.g. music, drama, art/craft that can be shared with residents
- A creative background in organising or involvement in events, activities either on a professional or personal basis
- Hold a UK driving licence and be able to undertake MIDAS training

Areas of Competencies required for this role

Effective Communication

Ensuring communication with others is clear and effective, both verbally and in writing, and that the style and the language used is appropriate for the situation or audience.

Providing excellent care

Support of the Charity's strong commitment to nursing older people and providing the highest standards of care to enable residents to allow them to live their lives as fully and independently as possible. It is about recognising that each person is an individual and adapting one's own approach accordingly.

Personal qualities - professionalism, resilience and self-awareness

Acting in a professional manner and showing determination, drive and commitment at all times and particularly when faced with challenges and setbacks. It is about being aware of one's strengths and limitations and actively seeking and making use of opportunities for development.

Leading and getting the best from others

Leads by example and has high expectations of others and what they can achieve; recognises and acknowledges the strengths of people in their team and shares their own knowledge and skills in order to develop them further. Challenges poor practice and performance issues in a timely and constructive manner.

Effective team working

Treating others with respect and working in a collaborative and cooperative manner building positive and effective relationships at all levels.

Organisational skills

Developing a logical approach to work, evaluating situations carefully and thinking ahead to anticipate problems and deal with them effectively.

The Charity reserves the right to update and amend this job description to ensure it accurately reflects the role. This will be agreed in consultation with the job holder and where possible the Charity would hope to achieve mutual agreement to any reasonable changes.