

Job Description

Job Title: Specialist Activities Leader

Reports to: Project Manager

Key Working Relationships (Internal): Customers (Learners), Managers and Deputy Managers/Senior Support Workers, Support Workers, Area Manager, Staff Team

Key Working Relationships (External): Day services, recovery colleges and learning establishments, Local Authorities, NHS

Responsible for: N/A

Direct Reports: N/A

Salary circa: £7,278-£8,800 dependent on experience (based on full time equivalent of £19,195-£22,000)

Hours of work: 16 hours a week

DBS applicable: Yes

Job Summary

To create a positive and enjoyable diversion from distressing symptoms of mental ill health by providing alternative coping strategies through structured activity sessions.

Main Duties and Responsibilities

- To facilitate specialist one to one and/or group sessions with customers based on a particular activity
- To involve customers in agreeing how these sessions will be run and evidenced as much as possible
- To keep written notes of sessions including, who attended, how long the session went on for and a summary of the session
- To highlight the potential benefits of participating in activities to customers
- To work with customers in reviewing the activities
- To contribute to devising a weekly timetable of activities
- To agree with customers about how to publicise the activities
- To encourage customers to think about whether they have any talent in key areas that they would be willing to teach to others

- Co-facilitate sessions with customers as required
- Build capacity with support staff and customers so that sessions can happen outside of the specialist time slots
- Contribute to support planning and be incorporated into the working practice risk management plans as appropriate
- Use activities as a springboard to the development of other activities e.g. gardening with herbs and vegetables to support cooking sessions.
- To embed Equality and Diversity in the sessions.
- To continually monitor and review learners' progress and support.
- To act on feedback from observations of teaching and learning.
- To accurately complete all relevant paperwork in line with company procedures.
- To attend meetings as required.
- To undertake any other duties and responsibilities appropriate to the post as directed by the Manager
- To carry out all duties and responsibilities in accordance with Cyrenians' policies and procedures including:
 - Health and Safety
 - Safety and Risk Management Manual
 - Safeguarding
 - Equal Opportunities and Diversity
 - Confidentiality
 - Data Protection

Person specification

Post

Specialist Activities Leader

Qualifications and experience

- Teaching qualification (Diploma in Education & Training, DTLLS or equivalent) (Desirable)
- Significant, successful experience of planning, organising and facilitating activities

Knowledge, skills and abilities

- Ability to tailor activities to suit the needs and abilities of the customers
- Excellent verbal and written communication skills and numeracy.
- Ability to plan, prepare, and deliver sessions for groups and individual adults with Mental Health and Complex Needs and/or Learning Disabilities.
- Ability to motivate and encourage learner participation.
- Ability to organize own work and work on own initiative.
- Good computer skills including Word, Excel and Outlook
- Energy and enthusiasm and the ability to work flexibly as part of a team, building good working relationships.
- Ability to manage busy periods and work accurately to meet deadlines.
- Knowledge, understanding and commitment to, the safeguarding of vulnerable adults
- Commitment to promoting Equal Opportunities and to valuing diversity.
- Willingness to work flexibly, including at other sites when necessary, to meet the needs of the service.

Applicants must state clearly on their application form the ways in which their skills and experience meet all the selection criteria in the Person Specification. If you do not adequately address each and every one of these in your application, we will not be able to shortlist you.

Conditions of service and personnel information

Post

Specialist Activities Leader

Salary

£7,278-£8,800 dependent on experience (based on full time equivalent of £18,195-£22,000)

Eligibility to work

Under the Asylum and Immigration Act 1999, LCH has a responsibility to ensure that all employees are eligible to work in the UK. Consequently before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK.

Annual Leave

25 days per annum plus Bank Holidays, pro rata

Interest Free Travel Loan

After completion of probationary period.

Pension

You will be automatically enrolled in the Cyrenians pension scheme which is administered by NEST. Contributions will be deducted from your salary on the basis of 4% of your basic salary with an employer contribution of 2% but from 1st April 2019 this contribution will rise to a level of 5% and 3% employer contribution. You may, opt out of the NEST pension arrangements within a time period of 28 days from the enrolment date and further details will be made available from NEST and Cyrenians on the opt out process.

Hours

16 hours a week

Location

To be agreed at a later date.

Probation

The first 6 months of your employment will serve as a probationary period. During this period your performance and conduct will be monitored. Upon satisfactory completion of your probationary period, your appointment will be confirmed.

Expenses



Staff will be reimbursed with amounts incurred in the performance of their duties, within agreed budget and sanctioned by their line manager.

Contract of Employment

Issued on appointment to post.

Handbook

Issued during induction, containing full information of Terms and Conditions of Employment and Policies and Procedures of Cyrenians.

Screening

This post is subject to satisfactory references, pre appointment Health Assessment and an enhanced Disclosure and Barring Service (DBS) check.