

JOB DESCRIPTION

Job Title: Activities Facilitator

Department: Day Opportunities, Abington

Reporting to: Service Manager

Contractual base: Abington

Job role type: customer facing role, in service, Cambridgeshire locations

Main Job Function:

As part of a team of Activities Facilitators you will deliver a flexible support and activity service that meets the needs of our customers. The people you will be supporting have a range of support needs associated with learning disability, physical disabilities, communication and behaviours.

Main Duties:

Delivering the Service

- Plan a range of community and centre based recreational, learning and work skills activities, and facilitating the delivery of planned activities
- Involve customers in service design in order to develop options that meets their needs, aspirations and interests.
- Work in collaboration with the Service Manager and other Activities Facilitators to share information and good practice and promote continuous improvement
- Delivery of care based on the individual's needs including personal care and medication needs through prompts and administration
- To assist customers with their mobility including the use of aids such as wheelchairs, hoists etc
- Represent the Trust externally in a professional manner
- To work flexible hours to meet the needs of customer group. This may include evening and weekend working, and covering other centres within Cambridgeshire as business requires

Meeting Customer Needs

- Seek opportunities to involve customers in changes to service design
- Ensure all interaction and communication is appropriate to the individual's needs

- Champion and support customers to enable them to integrate within and be part of their local communities
- Facilitate and have professional working relationships with families and support networks, health and social care professionals and agencies, communicating effectively and professionally

Policy and Procedures

- After induction and training, ensure a working knowledge of all policies and procedures that are relevant to the role, e.g. equality and diversity, health and safety, data protection, safeguarding. Completing ongoing training and refreshers as required.
- Complete necessary administrative tasks including ensuring that all relevant documentation is completed correctly and maintain all records and systems as appropriate, in line with GDPR.
- Report all complaints from customers and/or their representatives immediately, in line with the Trust's complaints procedures.

Safeguarding

- To safeguard the health, well-being, and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.

Health and safety

- Work within the organisations Health and Safety policies and procedures
- Be responsible for your own safety reporting any accidents or near misses to your Line Manager
- Highlight any concerns over equipment, processes or activities whether in house or by contractors or others to your Line Manager
- When working in an office report any defects to your Line Manager
- Report any safeguarding concerns to your Line Manager

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required

Date of Description: 9 January 2024

Job Description Ref: Activities Facilitator

Prepared by: Service Manager

Person Specification

Job Title: Activities Facilitator	Essential/ Desirable
Skills	
<p>A high level of confidence around disability particularly:</p> <ul style="list-style-type: none"> • An understanding of the social model of disability; • Understanding of the impact that disability might have on the individual and the people around them; • A passion for equality and social change. <p>Disability Confident Leader Status</p>	Essential
A personal affinity with the values of The Papworth Trust, and a commitment to the strategic outcomes of the charity.	Essential
Ability to take a positive and active support approach to working with disabled people, enabling them to achieve personal goals	Essential
Will actively participate, working co-operatively and flexibly within a team	Essential
Able to communicate clearly and adapt approach to ensure customer participation	Essential
Can research and source training material for individual or group training sessions in a cost effective manner	Desirable
Able to organise, be responsible for and facilitate activities to groups	Essential
Ability to use IT systems to record and maintain accurate customer information	Essential
Able to manage challenging behaviour and create/review action plans	Essential
Ability to handle difficult situations and conversations whilst maintaining professional standards	Essential
Creative problem solving skills and flexible approach to working with customers, parents & carers, colleagues and stakeholders	Essential
Can drive Papworth Trust vehicles, operate ramps, tail-lifts and assist customers on and off the vehicle or has a willingness to learn	Essential
Can use equipment to support people with their care and support needs	Desirable

Can engage effectively with local organisations, carers, community groups and employers	Essential
Knowledge	
Understanding of disability issues, both learning and physical disability	Essential
Awareness of Person Centred Planning approach to supporting people with disabilities	Desirable
Creating and delivering learning and leisure activity plans for individuals or groups	Desirable
Understanding of outcome setting, evaluation and monitoring techniques	Desirable
Working knowledge of Safeguarding, Mental Capacity, Risk Assessment	Essential
Experience:	
Previous experience delivering sessions to groups	Essential
Delivery of personal care and support to disabled people or a willingness to learn	Essential
Working with people with mild to complex learning and physical disabilities	Essential
Delivering services to people in centre-based settings and the community	Desirable
Preparing person centred support plans	Desirable
Using feedback to enhance service delivery	Desirable
Other requirements of the role	
Able to travel to meetings, training and locations as required to effectively deliver the role	Essential

Please note a Disclosure and Barring Service (DBS) Enhanced check with Adults Barred List is required for this role.