# Activity Lead

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| Service: | Hedley’s Horizons |
| Responsible To: | Programme Manager  |
| Salary: | Points 15-19 |

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| Job Purpose |
| To have overall responsibility for the development; review; implementation and evaluation of activities sessions for individuals with physical and learning disabilities within Hedleys Horizons. * To have responsibility for providing individual activities which provide robust high-quality outcome focused activities to a wide range of individuals ensuring they meet individual needs of people.
* To have responsibility for the delivery of innovative and creative activities to a wide range of individuals ensuring they meet the needs of people.
* To take responsibility for appropriate health and safety considerations of activities and complete risk assessments as needed.
* To take responsibility for a group of service users ensuring their basic needs are met and that their health and wellbeing is impacted positively because of the activities that they are involved in
* Keep an up to date support plan for each service user and update individual risk assessments, profiles of support as required.
* Liaise directly with therapy colleagues to ensure service user therapy programmes are implemented and opportunities for multi-disciplinary work undertaken as much as possible.
* To have responsibility for the day-to-day co-ordination and delivery of activities ensuring all are delivered within agreed budgets; consistent with appropriate legislation and the Percy Hedley Foundations Policies.
* To ensure effective communication between service users, staff, families, carers and other professionals – social workers, care managers, PBS teams
* To ensure the delivery of high-quality care and support to users in accordance with the Percy Hedley Foundations vision, mission and core values.
* Produce four overview reports annually (approximately 12 weekly) to document service user participation and enjoyment of sessions, problem solving any issues and implementing changes.
* Attend annual review meeting of service, producing a report, and any other external meeting concerning a service user under your responsibility as directed by SLT.
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| Main Duties |

* To deliver activity, sensory and/or enterprise sessions which are participant-centred, structured, progressive, fun and of a high-quality robust outcome for people.
* To deliver activities embedding activity outcomes/ programmes and record individual outcomes.
* To undertake the necessary planning and preparation for each activity session to ensure the programme demonstrates progression; outcomes throughout, linked to the principles of development.
* To continually monitor and evaluate all activities and programmes recording individual and group outcomes.
* To adapt sessions to cater for different ranges of abilities.
* To undertake administrative tasks associated with the post, including planning activities, outcome monitoring; consent forms and financial policies/procedures
* To take responsibility for the activity sessions by ensuring the organisation/management of these, resources and facilities.
* To be a positive role model at all times.
* To ensure all equipment associated with the activity and enterprise programme is correctly arranged; maintained; stored and returned on the completion of the activity.
* To build positive relationships with local authority colleagues, care managers and social workers, liaising with them to ensure they remain happy with the activities and enterprise programme.
* To take responsibility for their own continuous professional development (CPD) and attend relevant training courses to improve their activities and enterprise delivery.
* Utilise and develop a high level of interpersonal and communication skills that promote and maintain relationships with service users, their families and carers, and to help individuals to overcome any barriers to communication.
* Responsible for the implementation of an effective quality assurance management tool to ensure continuous improvement plan for improving activities and enterprise opportunities and individual outcomes.
* Work collaboratively with colleagues developing good working relationships and partnerships with other community resources and providers, both statutory and non-statutory.
* Supporting service users with their physical; eating; drinking support and personal care needs. Ensuring that their privacy, dignity and modesty are maintained at all times.
* To work in a flexible way and undertake any other duties not specifically covered in the job description, when assigned by their line manager.

# Person Specification

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| Essential Criteria |
| Skills and Knowledge* Ability to inspire, motivate and encourage individuals through multi-functional activity sessions and programme for a diverse population of individuals.
* Ability to work with a range of individuals to deliver multi-functional activities for a diverse population of individuals.
* Ability to assess, report and record individual needs and outcomes for individuals.
* Ability to demonstrate participant-centred support.
* Evidence of good written, verbal and presentation skills. Provide written and verbal report on individual achievements within their Person-centred review.
* Communicates well with good listening skills and able to adopt an appropriate style and method of communication.
* Evidence of high levels of personal organisation and time management skills
* Understand the need for confidentiality at all times.
* Ability to work effectively in a busy environment.
* Willing to undertake further training and development to maintain competence.
* High level of physical dexterity.

Qualifications and Training* Diploma in Health and Social Care Level III.
* Basic Numeracy & Literacy Skills to Level 1 or equivalent.
* Basic IT Skills

Experience* Ability to develop; design and evaluate activity session programmes at all levels with diverse population of individuals
* Experience of delivering a wide range of development skills and accredited programmes.
* Experience of mentoring, supporting and encouraging staff and volunteers.
* Group and 1:1 activity facilitation.
* Experience of completing administrative tasks relating to activities (assessment; outcomes and evaluating sessions).

Personal Qualities* Enthusiastic, energetic, resilient, flexible, creative and resourceful.
* Positive approach to customer care
* Caring and empathetic attitude to individuals and colleagues
* Self-motivated and ability to manage; direct and support a range of employees.
* Committed to delivery of inclusive coaching sessions.
* Committed to equal opportunities.
* Committed to Safeguarding agenda.
* Willingness to become actively involved in wider Foundation activities

Other Requirements* To work flexibly providing multi-functional activity programmes.
* Flexible approach to working hours and practices
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| Desirable Criteria |
| Skills and Knowledge* Experience of delivery of multi-functional activities.
* Experience of supporting people with ASC and the associated challenges
* Experience of supporting people with Physical and Learning disabilities

Qualifications and Training* Activity associated degree.
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# Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

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| Professional Duties  |
| * Participate in the review of the Foundations Policies, Procedures and Processes;
* Participate in arrangements for the performance development review process
* Participate in arrangements for further training and professional development
* Keep up to date with changes or developments within your professional area
* Fully participate in the induction and training programme provided by the Percy Hedley Foundation
* Contribute to the professional development of other staff, including the induction of new staff.
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| Equality and Diversity |
| * Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
* Recognise that disabled people are individuals who have specific needs
* Employ support strategies that will empower disabled people
* Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
* Recognise the importance of inclusion by using appropriate means of communication at all times
* Be flexible, trying to meet the changing needs of both disabled people and environment.
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| Discipline, Health and Safety |
| * Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
* Purchase equipment from a recognised source
* Report all incidents and accidents to Health and Safety Officer
* Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.
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| Safeguarding |
| * Safeguarding is everyone’s responsibility.
* Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
* The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.
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| Confidentiality |
| * Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people’s needs, progress and assessment should only be shared with the team to aid support
* Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.
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# About Us

### We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

### We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.