



Job Description

Job title:	Activities Co-Ordinator
Service:	Bridging the Gap – Weekend and Co-Occurring conditions
Grade:	Grade 2 (upper) point 16: £24,724 rising to £27,232 FTE (£14,834.40 - £16,339.20 pro rata, per annum)
Hours:	x2 posts 22.2 hours per week (part time), will require evening and weekend work on a rota basis
Location:	Bolton
Responsible to:	Service Manager

Purpose of the job:

You will contribute to the delivery of a high-quality support service to people who present as neurodivergent by:

- Working with people who have lived experience in the design and delivery of a range of activities/groups aimed at people at risk of developing suicidal ideation providing distraction, meaningful activity, and social networks
- Developing self-esteem and social skills in a group setting
- Building confidence in accessing local community and leisure resources
- Signposting people to appropriate support where necessary

Main duties and Responsibilities

1. Work collaboratively with the Bridging the Gap team to drive forward a person-centred service and encourage participation
2. Work with people with lived experience to design and deliver a range of activities to facilitate engagement for people who may struggle to engage with other groups and activities
3. Work with individuals accessing the groups to develop person-centred plans to support their active and positive engagement, including the development of social skills in a group setting
4. Support individuals to connect with and build confidence in attending local community and leisure facilities
5. Support people in the use of distraction techniques and coping mechanisms to manage emotions, anxiety, unhelpful thoughts etc (training will be provided)



6. Work in partnership with a range of stakeholders to establish links to community and leisure based groups and activities
7. Monitor and evaluate the service delivery, keep accurate records on our electronic data and client management systems, and produce reports as required
8. Work with the service manager to ensure a well-coordinated delivery plan and shared vision.
9. Respond appropriately to any safeguarding concerns; demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
10. Attend and actively participate in team meetings and other meetings as required by the service manager.
11. To manage the workload and to bring to the attention of the line manager any instances where difficulties are encountered
12. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
13. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work and the organisation.
14. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being **people** focused
 - Reflecting a '**can do**' approach
 - Striving for **excellence** in everything we do
 - Having **mutual respect** for everyone we work with, work for and support through our services
15. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
16. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
17. Work flexibly, including 1 weekend and evening work, as may be required by the needs of the service and carry out any other reasonable duties as required.

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Person Specification

Education, Qualifications & Background	
1.	Qualification at level 3 or above in a relevant area (e.g. Health, Social Care or Mental Health) or demonstrable experience of working in related field and a commitment to continued learning and professional development
Experience	
2.	Demonstrable experience of working with people who present as neurodivergent or with a learning disability to produce positive outcomes
3.	Experience of working with co-production approaches
4.	Experience of running activities and group work
5.	Experience working in a multi-disciplinary team, with the ability to confidently build relationships with a range of professionals, stakeholders and services.
Knowledge & Skills	
6.	Ability to complete person-centred assessments and to co-produce effective strength-based support plans
7.	Knowledge of neurodiversity and strategies to improve health and well-being, plus an understanding of the social and emotional determinants of mental health and wellbeing and the impact of deprivation and discrimination on communities and individuals.
8.	Ability to work with people to develop skills in recognising and articulating their feelings, thoughts and behaviours
9.	Demonstrable knowledge of safeguarding approaches
10.	Effective communication, presentation and record-keeping skills, with the ability to collate data in accessible formats for service users and write comprehensive reports for a variety of stakeholders.
11.	Excellent ability to work autonomously to effectively plan and prioritise work, adapting to new models of working confidently and professionally.
12.	Proficient in Microsoft Office with strong IT and administration skills.
Values	
13.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: <ul style="list-style-type: none"> • Being people focused • Reflecting a 'can do' approach • Striving for excellence in everything we do • Having mutual respect for everyone we work with, work for and support through our services
14.	Be committed to the principles of Co-production and to hearing and representing the voices of the people who use our service
15.	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.
In addition	
16.	Willing to work hours flexibly, including evenings and weekends as on a rota basis to meet the needs of the service.