**Weekend   
Co-ordinator (Part-time)**

**Job Specification**

**Department**: Nightingale House

**Responsible to**: Assistant Support Manager

**Responsible for**: None

**Hours of work**: 8.00 am – 8.00 pm Saturday (10.5 hours per day,1.5 hours break)

**Job purpose**

* To develop, run and increase the availability of meaningful activities which will support residents’ independence, improve their skills and promote positive family interaction.
* To consult and inform residents on matters which are relevant and important to them.
* To provide cover on reception when not running activities or providing ad hoc support.
* Complete support admin tasks such when demand for activities is low.

**Key outputs of the role**

* Co-ordinate the creation and delivery of a range of meaningful activities
* Create a safe, enjoyable and friendly environment for the residents to engage in activities.
* Create and maintain regular schedules of activities.
* Assess and ensure the health and safety of all involved in activities.
* Consult with residents to plan and effectively implement rewarding and meaningful activities.
* Develop and maintain links with local community groups, other organisations and businesses in order to recruit volunteers.
* Work collaboratively with the Weekend Activities Co-ordinator to ensure consistency and clarity of the delivery of activities.
* Design and regularly maintain a range of marketing materials in accessible formats to promote activities opportunities to residents and staff.
* Lead on regular Resident Meetings and other consultation activities.
* Produce a regular Resident Newsletter for Supported Housing.
* Complete ad hoc support tasks such as DAF or grant applications for families.
* Ensure any funding requirements are met and that the impact of the work is recorded, monitored and evaluated.
* Provide reports as required.
* Ensure databases are accurately updated and maintained.
* Assist in securing additional resources through funding bids and other methods (e.g. sponsorship campaigns and fundraising events) for the activities programme
* Provide assistance to the Support and Hostel Management teams to support residents.
* Contribute towards the development of needs assessments and Support Plans.
* Ensure that all Cadwyn processes and procedures are followed in relation to the Safeguarding and/or Protection of our residents.