

# Working Together (Ludlow) Ltd

Ludlow, Shropshire



## Rockspring Activities Leader - Job Description

**Hours: 15 hours per week – 2 or 3 days per week (9.15am – 3.15pm) plus 1 evening per fortnight (6pm – 8pm) plus planning time.**

**Salary: £19,695 pro-rata**

**Place of work: Rockspring Centre, Ludlow**

### Job Role:

The Activities Leader is responsible for the development and delivery of a broad range of activities for Working Together members to participate in, creating a supportive environment where our members can flourish whilst learning valuable independence and life skills.

The Activities Leader will take responsibility for providing a safe environment, including for our food preparation activities, supporting members to produce good quality food in an environment that meets all health and safety and hygiene requirements.

Beyond food the Activities Leader is responsible for development and delivery of a varied activity programme, including arts and crafts, gardening, enterprise initiatives and any other appropriate activities members express an interest in.

The Activities Leader will support the Activities Manager and provide duty management cover in their absence.

*Within this job role the Activities Leader will be working closely with vulnerable adults and therefore the successful candidate will have to complete an **enhanced DBS check**.*

### Working Together Values:

At Working Together we focus on people's abilities rather than their disabilities and encourage them to be the very best they can be in a supportive and non-threatening environment.

Working Together staff must ensure that our members get the best experience possible during their time with us; to participate as fully as possible; to take responsibility as far as they are able; and to play an active role in the daily activities.

Our members should have personal development plans based on discussion and assessment of their needs. Some may be accompanied by their Support Worker who is responsible for their personal care.

**Accountable to:** Working Together Chief Officer and Activities Manager

**Accountable for:** Members, staff and volunteers as part of duty management role

## **Responsibilities:**

- To deliver activity programmes for Working Together members, to meet the aims of their development plans, to include:
  - Organising and facilitating a variety of daytime activities at Rockspring based on members needs and wishes
  - Enabling and encouraging members to participate in activities provided by Working Together and our partners
  - Meeting members' emotional and physical wellbeing needs (not personal care)
- To lead our Diversity Club, an evening social gathering for our members to enjoy positive activities, make friends, have fun in a safe and supported environment
- To assist members in identifying and achieving personal development goals and greater independence
- To encourage and support members involvement in Working Together planning and decision making
- To work with the Working Together Chief Officer and Activities Manager to develop new and positive opportunities for members
- To ensure that the Working Together space is kept clean and tidy and a safe place to work, meeting all compliance and following Food Hygiene and Health and Safety regulations
- To ensure the safety of members, visitors, staff and volunteers at all times
- To ensure that all members, staff and volunteers operate within policy guidelines
- To ensure effective communication with members and their families and carers and encourage a welcoming and supportive environment for all
- To undertake any training required, both internal and external, to ensure a consistent, safe, high quality service
- Any other duties as required by the Chief Officer or Board of Trustees in line with the overall responsibilities of this post

## **Person Specification**

### **Essential**

- Empathy with our charity objectives
- Experience of working with people with Learning Disabilities
- Ability and commitment to creating an environment where our members can thrive
- Excellent communication skills
- Current Food Hygiene Certificate
- Creative and innovative in activity planning
- Commitment to healthy eating and healthy living
- Ability to work as part of a team and on own initiative

### **Desirable**

- Experience of leading and supporting volunteers
- IT knowledge and experience
- Marketing and promotions including social media
- Flair for arts and crafts
- Trained or willingness to train in Safeguarding for Vulnerable Adults
- Trained or a willingness to train in First Aid & Fire Safety
- Experience of business planning and income generation
- Fundraising experience

### **Personal Attributes**

- An effective team player with strong interpersonal skills and a positive approach
- Patience and empathy
- Ability to find solutions to challenges
- Commitment to equality of opportunity for all