

Working Together (Ludlow) Limited
Ludlow Shropshire



Day Activities Assistant - Job Description
Hours: 16.5 hours per week

Salary: £13.72 per hour

Place of work: Rockspring Centre, Ludlow

Job Role:

The Day Activities Assistant will support the development and delivery of a broad range of activities for Working Together members to participate in as part of our day-time offer, creating a supportive environment where our members can flourish whilst learning valuable independence and life skills.

A key part of Working Together is our food preparation, cookery, mini-café and delivery service and we work in partnership with others active in healthy eating and food poverty in the area. The Activities Support Worker will help to provide a safe and efficient food preparation service, supporting members to produce good quality food in an environment that meets all health and safety and hygiene requirements.

*Within this job role the Activities Assistant 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 Activities Manager and Chief Officer

Responsibilities:

- To support the delivery of activity programmes for Working Together members, to meet the aims of their development plans, to include:
 - Facilitating a variety of activities at Rockspring based on members needs and wishes
 - Enabling and encouraging members to participate in activities provided by Working Together and more generally at Rockspring Community Centre
 - Meeting members' emotional and physical wellbeing needs (not personal care)
- 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 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 Activities Manager, 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 (or willingness to complete the qualification)
- 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
- Diploma in Care Level 2 or above (or willingness to complete the qualification)

Desirable

- Experience of supporting volunteers
- IT knowledge and experience
- Marketing and promotions including social media
- 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

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