JOB DESCRIPTION & SPECIFICATION

Activities Co-ordinator

Location	Copelands, 97 Donaghadee Road, Millisle, BT22 2BZ
Project Remit	Copelands is Belfast Central Mission's flagship project, providing market leading care for Northern Ireland. It encompasses everything needed to create a genuine home from home where residents can enjoy a fulfilling life. Copelands comprises of six households, each with 10 residents. Each household has its own front door, kitchen and living area as well as access to a communal outdoor area. The home has been designed with the differing cognitive, social, and physical abilities of the residents in mind. Our aim is to provide the best possible care to frail older people, including those living with dementia. We promote the use of familiar and recognisable surroundings and activities to stimulate residents' memories. Visual clues throughout the design help residents with recollection to avoid confusion and increased anxiety. Additionally, it creates opportunities for staff and residents to interact more easily in activities of daily living.
Hours of Work	35 hours per week
Salary	Scale Point 20, £22,520.68 per annum
Contract Type	Permanent
Benefits	• Westfield Health Level 1 - Cash back plan • Westfield Health Rewards • Uniform provided • Paid Access NI • Long service annual leave increments and scheme

Job Specification

Essential	
Qualifications & Experience	• 2 years' experience working in a similar role in a similar setting where engagement/activity development was a key feature of your role
Skills & Knowledge	• Ability to develop meaningful activities for older people which helps to maintain independence and integrity • Ability to research and arranging suitable outings and programmes • Ability to manage and discuss activities with older people, their families and friends and with other carers • Plan and structure activities that maximises resident interest and participation • Ability to communicate well, at all levels e.g., residents, family members, other staff • Be of a compassionate and caring disposition with a high degree of empathy • Always act with a high-degree integrity respect • Ability to work a part of a team to achieve goals and quality outcomes • Ability to use a computer system for reporting and record keeping purposes • Proficient in the use of all elements of Microsoft Office
Circumstances	• Work onsite – no remote working available for this role
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.
NISCC Registration	If you are or have been registered with NISCC, your registration must be active on commencement of employment. If you have never been registered you must be registered before the end of your probationary period.

Job Description

Scope of Responsibility	To organise fun activities for residents and support them to actively take part in social activities that interest them. You will play a central role in delivering purposeful activities that stimulate residents and improve their wellbeing. The impact of

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	purposeful activity is important for all residents and particularly for those people living with dementia.
Key Areas of Responsibility	• Build appropriate professional relationships with our residents that help them adjust to life in a care/support setting • Work with residents, their family members/representative, to build individual lifestyle histories and, using these, create ongoing plans for activities within the home • Create weekly schedules of meaningful activities for each resident, personalised to their likes, dislikes, needs and abilities, helping them to try new things and continue to take part in the hobbies and interests that make them who they are • Create and maintain a schedule of group activities tailored to residents to run alongside one-to-one sessions, enabling residents to take part in communal activities as well as individual hobbies as per their wishes • Update resident's personalised diaries on a weekly basis with details of the activities they've undertaken, including photos, comments and feedback, that can be kept by residents as a record of what they have achieved as well as shared with their family members (representatives/advocates) • Build professional relationships with the local community, inviting them into the home to take part or run events and help service users maintain their hobbies • Establish a 'Friends of' the home - a group of relatives, friends and neighbours from the community who are keen to be active participants in the life of the home • Develop strong and continuing relationships with colleagues to enable the sharing of ideas and information, ensuring you are all working as a team to provide a safe and fulfilling experience within the home for every resident • Help to enable our service users to stay in touch with friends and family by visits, phone, facetime, zoom, letters and email Page 4 of 4 • Support our residents to make trips outside of the home, encouraging relatives and friends to join in, as well as building links with local groups to encourage them into the home, facilitating the position of the home as part of the local community • Seek feedback on the activity provision in the home, including running a resident forum and in-house customer satisfaction programmes • Attend appropriate training courses and/or programmes to enhance personal and professional knowledge and skills

	• Develop resources to be used by the wider team

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.