



## Job Description & Person Specification

- Activities Coordinator –

<b>Post:</b>	<b>Activities Coordinator</b>
<b>Service:</b>	<b>All Services</b>
<b>Base:</b>	<b>The Action Group, The Prentice Centre - 1 Granton Mains Ave, Edinburgh, EH4 4GA</b>
<b>Line Managed by:</b>	<b>Prentice Centre Development Manager</b>
<b>Salary Range:</b>	<b>£28, 226- £29,913 per annum, pro-rata, based on 39 hour week</b>
<b>Hours:</b>	<ul style="list-style-type: none"> <li><b>Hours: 10 per week</b></li> <li><b>Contract: Fixed-term until October 2024</b></li> </ul>

**THIS POST REQUIRES PVG MEMBERSHIP.**

### Main Purpose

- To design and run activities at The Prentice Centre. The activities will be curated in collaboration with the people we support, with input from them on what they want to spend their time doing, with a focus on goals and outcomes as well as enjoyment and connection.
- You will manage a small budget and should be prepared to work autonomously, communicating at all levels of the organisation and using different delivery platforms to present the activities.

## 1. Tasks and responsibilities

- Liaise with providers and suppliers, booking activities on behalf of The Action Group and the people we support.
- Ensure that activities are aimed at the people we support. The postholder is expected to actively develop meaningful and trusting relationships to support with this (e.g. listening to people's preferences and ideas for events).
- Ensure that there is a good staffing level to provide support with the event, organise transport for attendants if needed, and communicate plans with staff and the people we support.
- Ensure the events stick to the budget and think creatively to avoid overspending.
- Work with the Communications team to ensure consistency and streamlining of events and other relevant communications.
- The postholder will be in charge of creating and managing a Planning Events Calendar of activities.
- Where required, the postholder will consult with the people we support and their staff to ensure the programme of events fits their needs.
- Collaborate with the Communications team to encourage digital inclusion for people who cannot attend in person events, where suitable.
- Carry out venue and activity risk assessments to ensure compliance with Health and Safety regulations, and accessibility needs.
- Develop an events calendar for the wider organisation in collaboration with the Communications team.

### Other duties

- Take part in regular meetings to gather feedback from staff on activities and venues.
- Take an active role in your professional and personal development.
- Promote and support The Action Group.

### Confidentiality

- High standards of confidentiality are required in relation to the roles, tasks and responsibilities described above.

**Health and Safety**

- The postholder must adhere to The Action Group’s health and safety policies at all times.

**Support & Reassurance Received**

- The post holder will regularly meet their line manager for support and reassurance meetings as outlined in The Action Group’s support and reassurance policy.

**Amendments**

- The above list highlights the key accountabilities of the role; however, it should be noted that the above list is not exhaustive and others may be added/required depending on the needs of the business.
- This job description may be amended following discussions with the post holder and with approval from the Head of HR.

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## Activities Coordinator - Person Specification

Criteria	Essential	Desirable
<b>Motivation and outlook</b>	<p>Acceptance and support of The Action Group’s values.</p> <p>Shows enthusiasm and commitment for promoting quality and efficiency across the organisation.</p> <p>Demonstrates a proactive approach to job responsibilities.</p>	
<b>Skills and experience</b>	Experience of support work or other social care sector work.	Experience of creating online content including

	<p>Experience of event/activity planning and management.</p> <p>Track record of exceptional communication skills.</p> <p>Technical skills relating to using social media platform, particularly streaming live video.</p> <p>Comfortable using technology and new IT software.</p> <p>Understanding of the challenges involved in providing social care services and the circumstances of the people we support.</p>	<p>social media posts and video.</p> <p>Experience of delivering workshops or training sessions.</p>
<p><b>Personal qualities</b></p>	<p>Ability to build effective working relationships across teams.</p> <p>Excellent communication skills both verbally and written.</p>	
<p><b>Other requirements</b></p>	<p>The autonomy and ability to contact various individuals and industries to build up a catalogue of resources that will help those we support and staff.</p> <p>The ability to work hours flexibly over the week, including evenings and weekends.</p> <p>The ability to write monthly reports highlighting main achievements.</p>	