

Job Title: Day Opportunities Coordinator
Salary: £24,750.00 per annum
Hours: Full Time, 35 hours per week
Responsible to: Project Manager- Day Opportunities

Summary of Post:

- Responsible for leading the planning and delivery of a planned programme of social/educational activities to ensure the identified aims of the programme are met.
- Involve service users and other project staff in the planning, review and evaluation of those designated sessions to ensure that they are inclusive to service users with a broad range of support needs.
- All associated administration, E.g. Referral meetings, staff and volunteer management, support planning, petty cash, payroll, invoicing.
- The post-holder will contribute to the general running and development of the service, as well as the development of Learning & Leisure services.

Role Responsibilities:

Main Duties:	Plan and deliver a programme of activities to a defined group of adults aimed at supporting their social, recreational and/or educational needs. Ensure that the content of sessions is exciting, challenging, creative, and represents value for money and adheres to the ethos of Centre 404.
	Ensure service users and staff are involved in the planning, review and evaluation of the service.
	Contribute, with colleagues in the staff team, to the strategic planning of Centre 404's services and to the development of the wider organisation.
	Maintain awareness of Safeguarding procedures and the potential for abuse of vulnerable members, keeping written records and taking any immediate action required. Follow national, London, and Centre 404 Safeguarding procedures, policies and practices. Discuss any issues of concern with line manager or in their absence, with the Head of Service.
	Contribute to written reports, leaflets or presentations etc. as required by the line manager.
	Carry out needs assessments as and when required to ensure users meet eligibility criteria and that the service can meet their needs.
	Take responsibility for the support and direction of staff and volunteers including regular support and supervision, team meetings and ensuring that training needs are met.
	Ensure that service policies and procedures are implemented at all times.
	Ensure requirements of support plans are met.
	Seek to identify ways in which the enjoyment, value and effectiveness of sessions could be enhanced through new ways of working.
	Maintain excellent communication with service users' families and other carers. Ensure they are supported and have regular opportunities to offer feedback on the running of the service.
	Deal with any complaints arising using Centre 404's complaints procedure, reporting any complaints to line manager and undertaking any investigations or action required by line manager.

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	Oversee administration and storage of medication in line with Centre 404's Medication Policy and service user risk assessments.
	Manage the devolved budget for the programme of activities, ensuring that Centre 404's procedures and financial safeguards are complied with, including processing petty cash.
	Ensure that referral forms, support plans, risk assessments and other records are completed and updated on a regular basis. Liaise with other professional involved in a person's support to ensure information is shared appropriately and that Centre 404 works co-operatively with other agencies to support service users to develop to their full potential.
	Attend meetings as required within and outside Centre 404.
	Receive and utilise regular support, supervision and appraisal from a manager in line with Centre 404's policies and procedures.
	Participate as requested in activities aimed at raising funds for the development, promotion and marketing of the service. Explore opportunities to expand Centre 404's Day Opportunities model into other boroughs.
	Work with other services to ensure best use of resources i.e. staff training, transport, equipment etc.
Direct Support Duties	Provide personal support to service users as required during sessions. This may include, without limitation, moving, changing continence pads, assisting with eating, giving medication.
	Act as an advocate where necessary with service users e.g. supporting members to obtain medical help; referring on to other staff within Centre 404 or to other services.
	Address any behaviours that may challenge sensitively, seeking the advice of other people who know the individual (e.g. family members, health and social care professionals) to develop consistent and effective behaviour management support. Ensure the Behaviour Policy is adhered to at all times.

Person Specification:

	(E) Essential requirements	(D) Desirable requirements
Knowledge & Understanding	Commitment to concepts of inclusion and diversity and ability to handle confidential and sensitive information appropriately.	E
	Understanding of the ways in which people with learning disabilities may encounter discrimination	D
	Knowledge of the importance of Safeguarding issues and of the possible vulnerability of people with learning disabilities to abuse.	E
	Understanding and awareness of health and safety standards and practice.	D

	To possess a coherent vision for the development of social/education activities for people with learning disabilities and to be able to communicate that vision to others	E
	Commitment to using social activity and educational opportunities to promote the full involvement of people with learning disabilities in their local community	E
Experience	At least 2 years' experience of leading and delivering activities to vulnerable client groups in a senior or management role.	E
	Experience of working with people with complex needs.	E
	Experience of managing and supervising a staff team and the ability to lead and motivate others effectively	E
Skills/Abilities/Personal Attributes	Excellent interpersonal skills, including active listening, communication with colleagues, service users, family carers, and any other third parties	E
	Good organisational and administrative abilities	E
	Good numeracy skills	E
	IT proficient, with the ability to use a range of computer software (i.e. Office and others)	E
	Excellent verbal communication skills and the ability to communicate effectively and conscientiously with people with learning disabilities, their families and carers and professionals.	E
	Experience of writing funding applications.	D
	Excellent organisational and administrative skills including basic numeracy and literacy.	E
	Ability to deal with feedback in a constructive and sensitive manner, seeking and pursuing learning and development opportunities	E
	Experience of setting up new projects and an understanding of the resources and financial considerations involved.	D
Other	Understanding of and commitment to concepts of inclusion and diversity, equal opportunities and ability to handle sensitive information appropriately	E
	Flexible and adaptable	E
	Willingness to undertake the personal support needs outlined in the job description.	E
	Available to work a variety of shifts throughout the week	E
	To respond flexibly to the changing needs and requirements of the service. This may from time to time involve changes in times, days or sessions managed	E
	To hold a clean driving license and be willing to drive.	D

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.