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**Federation of Jewish Services**

**Job Description**

**TITLE: Activities Support Lead**

**PLACE OF WORK:** The Heathlands Village, Heathlands Drive, Prestwich. M25 9SB **DEPT:** Activities

**RESPONSIBLE TO**: Activities Team Leader

**ACCOUNTABLE TO**: Director of Clinical Services

**DATE:** 25th September 2019

**JOB PURPOSE:**

To co-ordinate and support the activities team helping to enhance Jewish life and culturally appropriate activities for residents and visiting service users.

To actively recruit volunteers to help within this service.

To increase the Yiddishkeit on site and promote intergenerational work at Heathlands Village.

**COMMITMENT TO OUR VALUES:**

To undertake tasks and provide support to both service users and colleagues in a manner consistent with the values of the organisation.

* Support people’s right to privacy
* The respect of people’s dignity
* The recognition of people’s rights
* A zero tolerance of all forms of abuse
* Enable people to maintain the maximum possible level of independence, choice and control
* To treat all people as individuals
* To support people to freely express their needs and wants
* To demonstrate respect and integrity in all our work with people

**Main duties and responsibilities:**

1. To help raise the profile of volunteering at the FED
2. To support the integration of volunteers within teams at the Heathlands village with the aim of enhancing the wellbeing and lived experience at the village
3. To work closely with the TFY volunteer team to help market volunteering opportunities at the village and to identify, recruit, induct and train suitable volunteers.
4. To be responsible for the matching and placement of volunteers within the village
5. To provide ongoing support to volunteers, both one to one and in a group setting.
6. To work closely with the activities team in co-ordinating and facilitating activities and events for residents and service users
7. To work closely with residential and nursing team leaders and care staff to enhance the wellbeing of residents through the use of volunteer support
8. To help ensure that a Jewish ethos underpins the delivery of activities and reinforces the identity of Heathlands Village as a Jewish home
9. To support a programme of events that offers culturally appropriate activities in partnership with our residents and promote intergenerational work on site.
10. To help arrange specific activities that reinforce and celebrate Jewish religious festivals
11. To help develop activities and support for service users who are holocaust survivors or refugees in partnership with other FED teams and agencies.
12. To contribute to developing new ideas and activities for the department
13. To use a person centred approach at all times.
14. To support Non-Jewish staff in developing greater understanding and awareness of cultural and religious issues.
15. To liaise with the Religious Director as and when required.
16. To carry out assessments, including risk assessments as required.
17. To produce written reports when required.
18. To help produce marketing material, including newsletters, leaflets and posters.

**Training and Development**

* Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
* To attend and participate in supervision sessions and an annual personal review.
* To attend and participate in staff meetings.
* To contribute to the learning of other staff.
* To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

**Health & Safety**

* All employees are subject to the Health & Safety at Work Act.
* To take reasonable care for the Health & Safety of yourself and other persons who may be affected by your acts or omissions at work.
* To undertake duties and responsible in full accordance with the organisations Health & Safety policy and procedures.
* To co-operate with policies and procedures to enable the organisation and comply with its obligation under Health & Safety legislation.
* To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

**General Responsibilities**

* To work in accordance with the organisation’s mission, vision, strategic plans and policies & procedures.
* To work in accordance with the Skills for Care code of conduct for social care workers and Care Quality Commission (CQC) regulations.
* To behave in a manner that reflects positively on the organisation at all times.
* To demonstrate commitment to the safeguarding and welfare of vulnerable adults and children.
* To promote equality of opportunity and anti-discriminatory practices.
* To assist in monitoring and maintaining quality standards across the organisation.
* To demonstrate an understanding and commitment to the principles of confidentiality.

**This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.**

Manager Post Holder

 (print name) (print name)

Signature Signature

Date Date