

Job Title: Activities Coordinator

Responsible to: Activities Manager

Hours of work: 35 hours per week, which includes 7 hours a week working as a member of the sessional team at clubs & activities.

Main Purpose of the Job:

To support the Activities Manager in the coordination, development, and planning of clubs, activities and the virtual programme that Kangaroos provides to its members, who are persons with learning disabilities of all ages.

Job Description:

- Support the development, planning and coordination of clubs, activities and the virtual programme across all member groups, within the devolved operational budgets for staffing, activities, equipment, venues, and transport.
- Support the booking and approval members and staff for activities through the Vcita portal, ensuring staff to member support ratios are adhered to and that fees for sessions are received.
- Prepare risk assessments for all activities.
- Maintain and keep up to date all personal information required to keep our members safe, including individual care plans, information books and positive handling plans.
- In collaboration with the Fundraising & Communications Team gather information required to fulfil Kangaroos Monitoring and Evaluation framework including:
 - conducting annual surveys of our members and their parents / carers, to elicit their views on the services we provide.
 - the preparation of case studies used to report to funders and income generating campaigns.
 - the collection of Delivery Manager quarterly reports
- Maintain up to date records of our members on Google Forms, CPOMS and the Vcita portal, in line with Kangaroos safeguarding and GDPR policies and procedures.

- Serve as a sessional worker at clubs; the hours per week to be agreed with the Activities Manager based upon work priorities, but in the order of 7 hours per week.
- Deputise occasionally for the Activities Manager at external meetings, such as at West Sussex Provider forums.
- Undertake other tasks as deemed reasonable to the role.
- Participate in training as required.

Person Specification

Knowledge and Experience

- At least three years' experience of working with people with learning disabilities.
- Good knowledge of the requirements and risks associated with caring and supporting people with a learning disability.
- Experience of planning and delivering clubs & activities for people with learning disabilities.
- Experience of planning work within a budget.
- Experience of gathering and collating information

Skills

- Excellent people skills and the ability to establish good relationships with a variety of stakeholders.
- Excellent organising skills
- Financial numeracy
- Good IT skills, especially in collating information through google forms and the use of databases and spreadsheets.
- Ability to use social media channels

Behaviours

- Team player
- Open and accessible
- Willingness to accept and promote change

Date:

May 2021