

## Person Specification and Job Description

<b>Name of Role</b>	Activities Coordinator	
<b>Responsible to</b>	CEO	
<b>Post Description</b>	<p>To further develop our range of peer group activities. This will include direct delivery of setting up a range of accessible activities in the community to support disabled people, people with long term health conditions and people that are newly diagnosed. And, working with the CEO to develop new opportunities, developing project proposals and fundraising and setting up and managing these projects.</p> <p>Disabled people will be actively encouraged to have a role in the running of these activities and the opportunity to develop skills and learning. Activities to date have included Art, Choir, Knitting, Fishing, Book Club, Film nights, Drama, etc. More recently we have set up a food surplus project to distribute surplus food for our clients, our peer group help set up and serve clients at the stall.</p>	
	<b>Experience &amp; Knowledge</b>	<b>Skills &amp; Abilities</b>
	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience of setting up and managing projects</li> <li>• Experience of line managing staff and/or volunteers</li> <li>• Experience of writing project proposals and fundraising</li> <li>• Experience of facilitating groups e.g. in a teaching capacity, chairing meetings or in a more informal way</li> <li>• Experience and understanding of the needs of disabled people and how to ensure activities are accessible</li> <li>• Experience of gathering feedback and consulting with people</li> <li>• Experience of meeting targets, outputs and outcomes</li> <li>• Experience of report writing, writing case studies and gathering evidence</li> <li>• Experience of promoting and marketing activities and events</li> <li>• Excellent administration skills and excellent working knowledge of MS Word, Outlook, database entry and other applications</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Understanding of confidentiality, data protection and safeguarding issues</li> <li>• Understanding of the social model of disability</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Empathic approach</li> <li>• Pro-active</li> <li>• Good time management and task prioritisation</li> <li>• Able to work independently as well as part of a team</li> <li>• Excellent written and verbal communication skills</li> <li>• Report writing skills</li> <li>• Ability to network and keep others informed</li> <li>• Action orientated and can-do approach</li> </ul>
	<b>Other requirements</b>	
	This post is subject to a satisfactory Enhanced DBS check carried out by Richmond AID.	

<b>Main Tasks and Duties</b>
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1. To set up, facilitate and support the running of activities for disabled people in locations around the borough.
2. To develop and grow an activities team which will include the recruitment and line management of a team.
3. To support the CEO with developing funding proposals and, once successful, actively set up and manage these projects.
4. To consult disabled people about activities and encourage disabled people to participate in the setting up and planning of activities.
5. Recruit, train and manage peer supporters to be included in the project and support them to learn the skills needed to become peer supporters.
6. To encourage disabled people to have a say in their community by inviting professionals to talk to groups.
7. To publicise and market the activities in a range of ways including leaflets, social media, newsletters, facebook posts, etc.
8. Keep accurate records of all clients and maintain a database of client information and continue to update client records with progress and outcomes.
9. Complete all monitoring and evaluation as required by funders and Richmond AID.
10. Ensure that the project is compliant with the Social Model of Disability
11. Comply with Richmond AID's policies and procedures
12. Attend training and development as identified by you and your manager.
13. Attend team meetings and supervision.
14. You will need to travel within LBRuT as part of this post and occasionally may need to work outside of normal office hours including evening and weekends.
15. Any other work commensurate with the level of this post.