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| **Role Profile:** | Logo, company name  Description automatically generated |
| **Role Title:** | Activity Programme & Volunteering Team Leader |
| **Grade/Starting Salary:** | Management – hourly rate of £13.73 |
| **Location of work:** | Company Wide – Office Based in Broughton/Pendleton |
| **Directly responsible to:** | Service Development Manager |
| **Directly responsible for:** | Line Management of Activity Team  Coordination of Aspire Volunteers |
| **Hours of duty:** | 36 hours per week |
| **Primary purpose of the job:** | To enhance and grow our activity and enrichment programmes across Aspire.To develop and coordinate our volunteering and work placement opportunities. |
| **Priority Measures of Success – Year One:** | * The new Activity Coordinators Team are embedded into all services and contributing to expanding our activity programmes across day opportunities and supported living * Teams are encouraged and supported to improve activity programmes and increase the current offer to include evenings and weekends * The choice of opportunities for future customers are attractive and widely publicised * New partnerships have been developed to help people access external activities * Volunteer and student placement targets have been set and there are wider opportunities for volunteers across services |
| Main duties and responsibilities/accountabilities | |
| 1. To support the vision and growth objectives of the organisation by leading the Activity Team to plan, coordinate, expand and improve our building and community-based activities to meet the enrichment needs of the people we support. 2. To develop strong partnerships with external agencies to enable us to expand our programmes into new areas of activity. 3. To seek and apply for grants/funding for specific projects/activities. 4. To understand and respond to the needs and wants of the people we support, to provide increased opportunities for them to fulfil their potential and enjoy positive life experiences. 5. To ensure that our offer is comprehensive, well publicised, and attractive to people of all ages and abilities so people looking for activity-based support and their families will want to choose Aspire. 6. To work closely with our management teams and support staff to plan and support innovative strengths-based activities in our day opportunities and supported living services. 7. To work with our management teams to coordinate our people teams and casual staff to support activities outside our normal programme hours in the evenings and at weekends. 8. To make best use of sessional activity budget to provide one-off events and activities to further enhance our programmes. 9. To contribute to the development of social enterprise initiatives initially in catering and horticulture to create work placement and volunteering opportunities. 10. To attend our Management Team and other relevant project teams to contribute to our quality and continuous improvement agenda. 11. To work with our Talent Manager to ensure that our activity and enrichment programmes across Aspire include volunteering and work placement opportunities. 12. To ensure that volunteers and work placements working across the activity programme are well guided and supported and experience positive outcomes from working with Aspire. 13. To achieve targets for volunteering and student placements and to work with colleagues and external partners to increase opportunities. | |

**Experience, skills, and professional qualities**

Essential:

* Can give confident examples of working successfully in designing and delivering meaningful activities for people with varying support needs.
* Can show successful experience of contributing to performance improvement at service and organisational level.
* Has experience of team leadership or can give examples of successfully leading a team in projects and activities.
* Has experience of designing and developing strengths-based activity programmes.
* Can give examples of service improvements from start to finish made on own initiative.
* Is innovative, creative and wants to push the boundaries of the experiences of people with support needs.
* Can describe through examples of how their work has enhanced the choices and life chances of people needing support.
* Understands how activity and enrichment programmes contribute to individual’s well-being and health outcomes.
* Understands risk management and its application in planning activities for people with varying levels of physical and cognitive ability.
* Has empathy with the value base of Aspire and a desire to make a difference.
* Understands why choice and quality is important within adult social care services both for stakeholders and the future of Aspire.
* Understands why change can be challenging and can confidently describe own strategies for implementing positive change within teams.
* Has experience of motivating and leading colleagues to positive outcomes
* Has a strong personality which will help to encourage participation and engagement across multiple sites and at different levels of seniority.
* Is fully IT literate, understands the benefits of a digital workplace and can contribute to our digital transformation as it applies to the workforce.
* Is highly organised, can present information in both written and verbal formats to senior level.
* Can use a variety of communication techniques for learning and development and workforce motivation purposes.
* Is confident in own abilities, has a consistently positive outlook, is creative and solutions focussed.
* Is able to evaluate own and other’s performance in line with the objectives of the organisation, can identify and make suggestions for continuous performance improvement across Aspire.

Desirable:

* Has experience of working successfully within activity delivery or coordination in a care and support organisation
* Understands requirements of the Care Quality Commission as it applies to excellent service delivery and associated workforce capability standards.