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|  | Role Profile |
| Job Title: | Skills For Life Co-ordinator |
| Grade: | Hourly rate: £11.04 |
| Location of work: | Across Aspire – Office based in Broughton/ Pendleton |
| Directly responsible to: | Activity Programme & Volunteering Team Leader |
| Directly responsible for: |  |
| Hours of duty: | 30 hours per week |
| Primary purpose of the job: | To develop and grow an activity and enrichment programme across Aspire. To help improve people’s life skills for independent living, gaining employment, budgeting, travel training etc. for people with a Learning Disability and Older People.  To include how activities within our buildings can be enhanced, developed, and linked to external opportunities.  To develop meaningful and lasting partnerships that will contribute to the development of activities and their delivery.  Contribute to the team success, team working, providing support to colleagues as required. |
| Priority Measures of Success  – Year One: | A programme of enrichment activities are available across Aspire, including weekends and evenings. Demonstrating a clear link between life skill goals and the programme we offer.  New partnerships have been developed to provide choice and sustainability to help people access external activities.  Teams are supported to develop their range of activities which include appropriate partnership working. |

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| Main duties and responsibilities/accountabilities |
| * To contribute and facilitate the development of life skills sessions, for groups and or individuals to support goal setting and are outcome led. * To have a clear understanding of customer needs and planned strategies to meet those needs. Identify any barriers, taking steps to remove these and support participation in a full range of activities. * To organise innovative programmes of activity that meets a wide customer base, meets Aspire’s needs, and is attractive to new customers. * To create opportunities for links to be made that are meaningful and add value to the customer. * To be part of a team assisting in the identification of future customers of Aspire, understand their aspirations, and help them to develop a support plan to achieve their goals. * To use positive communicational strategies to encourage individuals to take responsibility for their own learning, to be able to challenge, motivate, and stimulate their interests in reaching their own goals. * To be pro-active in seeking out opportunities that will support individuals to make progress, build on their existing skills, and be more able to take control over their lives. * To support and promote the use of IT into learning and living activities that will help individuals to advance and stimulate their development. * To work with managers and staff to ensure there is understanding on how links can be made to external opportunities that will actively encourage engagement with individuals in the centres and in the community. * To work with a range of partners/ organisations in the co-ordination of activities, to promote a community led support model where customer’s needs are supported through a strengths-based approach. * To work effectively with all colleagues to engendered open communication, build positive relationships, and support a collaborative approach to offer a diverse range of experiences and opportunities. * To have a strong awareness of the community and its assets and how these can be used to provide support and information to meet customers’ needs and where appropriate the inclusion of statutory services to meet that need. * To contribute to updating information on sources of voluntary and community support to enable effective and accurate signposting and linking of individuals with services/ organisations. * To set up and maintain comprehensive data and evaluation systems to monitor outcomes and provide reports as required on progress, delivery, and performance in meeting agreed targets. * Promote the mission, vision, values, and strategic priorities of Aspire. * To attend and participate in team meetings, service meetings and other meetings as required. * To treat all information in accordance with Aspire’s policies and procedures, ensuring full compliance with GDPR requirements. * To undertake such additional duties as are reasonably commensurate with the level of the post. * To carry out duties with full regard to Aspire’s Equality and Diversity and Health & Safety policies.   **Experience, Skills, and Professional Qualities**  **Essential**   * Ability to design, organise and plan a range of activities to meet a wide customer base. * Ability to problem solve, use their initiative to gain successful outcomes. * Ability to write reports, collect and analyse data and present information to team leaders regarding progress. * Ability to be flexible, think of their feet when planning activities and be able to assess and evaluate the effectiveness so that they can respond to change if required. * Ability to enthuse, motivate and build strong sustainable relationships with customers, stakeholders and partnering organisations. * Experience of meeting targets and timescales to deliver outcomes. * Experience of partnership working, making appropriate connections, building sustainability. * Understands positive risk taking and its application in planning activities for people with varying levels of physical and cognitive ability. * Be well organised and responsible for their own work but also has ability to contribute to the overall team success. * Can determine and co-ordinate activities that are age appropriate to promote learning. * Has a positive attitude and a ‘can do’ approach to engender a culture of openness, positivity and of valuing the people we support. * Has excellent communicational skills.   Desirable   * Experience / good understanding of people with a learning disability, autism, or a person with dementia. * Related training e.g., (coaching / mentoring skills) * Project management skills * An understanding of the strengths-based model and how this can be used to engage people in activities. * Ability to drive and has a full driving license. |

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: 05/04/2022

Prepared/revised by: Kim Drummond-Smith