



JOB DESCRIPTION

- JOB TITLE:** Activities Coordinator
- BASED:** Healthy Living Centre CIC, Walton Court,
Unit 1 Hannon Road, Aylesbury Bucks HP21 8TJ
- DIRECT REPORT:** Community Development Manager
- HOURS OF WORK:** 25 hours a week, 12:30 to 17:30 with some element of flexibility required.
- SALARY:** £19,000 per annum (pro rata)

Activity Coordinators should have a passion for working with community as well as strong organisational skills. Positive attitudes and an enthusiasm for the job are important when working with community. They must have excellent communication skills and the ability to exercise judgment. In addition to these traits, employers look for applicants with the following skillsets.

MAIN DUTIES:

- Contribute to the process of developing and deliver activities for the Bucks community.
- Be able to understand, comply and work within Healthy Living Centre policies: e.g. behaviour, safeguarding, health and safety, confidentiality.
- Lead the planning, delivery and review of existing HLC activities for children and young people.
- Deliver inclusive activities within an agreed budget and against attendance targets; including working with grant making organisations and professional/statutory organisations where appropriate.
- Build and lead a voluntary 'core team' to support in the planning and delivery of HLC activities.
- Develop appropriate relationships with the community and develop key relationships with a target audience of stake holders in order to raise the profile of HLC activities for children and young people.

- Build relationships with local youth and children's workers and local youth worker support networks.
- Build on existing relationship with our partner organisations.
- As appropriate, build relationships with organisations which will partner with us in the delivery of activities which will further the aims of HLC.
- Contribute to an on-going process of performance appraisal, including the setting and monitoring of progress towards agreed personal objectives.
- Keep abreast of current legislation and work to the highest standards in respect of the safety and protection of children, young people and vulnerable adults.
- Willingness to work flexible hours as necessary to ensure the delivery of all events within the role.
- A willingness to tackle situations however mundane.
- An appreciation and understanding of attitudes, lifestyle and safeguarding of children and young people. The appointment will be subject to a satisfactory DBS Enhanced Disclosure and references.

Person Specifications

Factor	Essential (E) / Desirable (D)
<p>Qualifications</p> <p>Valid driver's license</p> <p>First aid training</p> <p>Designated safeguarding Officer children and adults</p> <p>Certification as an Activities Professional by a recognized accrediting organisation</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>Experience</p> <p>Experience of working in partnership with a variety of children's services /family support organisations</p> <p>Experience of working with children</p> <p>Experience of working in partnership with parents</p>	<p>E</p> <p>E</p> <p>E</p>
<p>Knowledge</p> <p>Understanding the needs of children and families, including social and emotional needs</p> <p>Good understanding of health & safety including hygiene practices</p>	<p>E</p> <p>D</p>
<p>Skills and Abilities</p> <p>Proficient computer skills</p> <p>Knowledge of event planning practices and techniques</p> <p>Public speaking experience</p> <p>Knowledge of marketing and</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

<p>promotional practices</p> <p>Physically able to perform duties such as standing for long periods, squatting, bending and lifting objects</p> <p>Ability to manage and prioritise own workload</p> <p>Interpersonal skills to build relationships and network with a wide range of individuals and groups including challenging customers (supported by Manager)</p> <p>Ability to act on own initiative appropriately</p> <p>Excellent communication skills</p> <p>Good presentation skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Personal Attributes</p> <p>Punctual and reliable</p> <p>Confident</p> <p>Creativity</p> <p>Flexible in approach</p> <p>Sound customer care skills including cultural and disability awareness</p> <p>Team Player</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>

<p>Motivation</p> <p>Passionate about the value of working with children and make a difference</p> <p>Commitment to HLC aims and objectives</p> <p>Motivated to develop own practice and support others to do so</p>	<p>E</p> <p>E</p> <p>E</p>
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Closing Date: 22nd May 2018

Our Ref: HLC125