

**Policy Document No: Per 1.1.1****Activity and Engagement Facilitator Job Description**

**Job Title:** ACTIVITY AND ENGAGEMENT FACILITATOR

**Service:** Hesley Village

**Responsible to:** Lead Activity and Engagement Facilitator

**Brief description of job:**

An Activity and Engagement Facilitator is responsible for supporting the development, monitoring and evaluation of occupational and leisure activity plans. The Activity and Engagement Facilitator will be assigned to a specific area of Hesley Village and be part of the multi-disciplinary team and will work closely with people who use our services.

The role will be responsible for supporting people in experiencing a wide range of activities, enabling them to develop skills, self expression, creativity and self esteem. The role is designed to equip people who use our services with essential life skills, providing them with the opportunity to engage in meaningful activity and promote their independence.

**Core Expectations:**

- 1 To develop positive, meaningful relationships with the people we support.
- 2 To uphold, promote and work within the principles of the Mental Capacity Act 2005 at all times, ensuring that people are supported to make decisions about their lives and that any decisions made on behalf of someone is in their best interests.
- 3 To work closely with the multi-disciplinary team and other colleagues to plan, structure, co-ordinate and deliver activities to meet the needs of the individual person. This will include community based occupation and activities.
- 4 To provide cover when other vocational staff are absent so planned sessions can still take place.
- 5 To take responsibility for promoting, monitoring and evaluating people's engagement in activities to ensure that these are meaningful and in line with people's interests. This will include working closely with and motivating support staff.
- 6 To attend and actively contribute to multi disciplinary meetings and reviews and provide the necessary information to support the ongoing assessment of people's needs, aspirations and individual goals.
- 7 To establish and maintain effective working relationships with a wide range of staff.

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- 8 To have a flexible approach to the working week as there is an expectation that activities will be organised for evenings and weekends and your attendance is a requirement to ensure that these are facilitated and run to plan.
- 9 To produce and maintain a local database, which will detail attendance and participation in relation to the activities and opportunities that take place and use this information to inform future service delivery.

**General Duties**

- 10 To actively participate in arrangements made in accordance with Hesley Group policy, for your own supervision and appraisal. This includes the responsibility to evaluate one's own practice and engage in continuous professional development.
- 11 To contribute to the organisational quality assurance systems.
- 12 To provide relevant information and data to the Lead Activity and Engagement Facilitator when required to ensure that service wide data analysis and evaluation can be undertaken to inform future service delivery.
- 13 To undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Communication and working relationships:

- 14 To attend meetings as required and check communication books, notice boards, infonet and diaries daily to actively find information. There is an expectation that you will communicate information in a clear, legible, objective and professional manner, in a variety of ways, using the required level of confidentiality. This includes the use of e-mail; and computer based systems.
- 15 To contribute fully to making work teams effective by striving to build positive relationships. You must be willing to give and receive constructive feedback aimed at developing the quality of relationships and performance.

Health & Safety:

- 16 In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.

This includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

**Policy Document No: Per 1.1.1****The contribution of this role:**

Carrying out the tasks on your job description efficiently will ensure the provision of an efficient vocational developmental opportunity for people who use our services. You will, therefore, be making a very important contribution to the achievements of the Group as a whole, which will in turn develop our position with the local community and with local authorities who place people who use our services in this and other Group services.

**This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

**This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Adults Workforce.**

Prepared by Human Resources Dept. ..... Date: 17 March 2015

Jobholder ..... Signed ..... Date: .....

Manager ..... Signed ..... Date: .....