

HEADWAY OXFORDSHIRE – ACTIVITIES Co-ordinator



Job Description

Permanent Role: Activity Co-ordinator (Centre Based)

Full or Part Time Hours: (flexible working hours considered)

Salary: Circa £20-24k (dependent on qualifications/experience)

Place of work: 4 Bagley Wood Road, Kennington, OXON, OX1 5PL

Reporting to:
Operations Manager

Aims of the post:

To oversee and develop the delivery of positive, meaningful and enabling activities to those affected by brain injury, within our Activity and Rehabilitation Centre (ARC). To provide support for clients with complex needs in their recovery, wellbeing, independence and autonomy.

To assist management in the continued development and improvement of these services.

Tasks and Responsibilities

1. To work with individuals/family/carers and professionals to generate personalised 'support plans' that reflect the needs and wants of individuals with Acquired Brain Injury (ABI) and assist in their rehabilitation and independence.
2. To organise activity programmes that reflect the identified needs of individuals with ABI.
3. To be responsible for ensuring that activities are safely delivered, and that health and safety policy is adhered to.
4. To ensure the safety of all service users by completing accurate risk assessments and by following safeguarding procedures when necessary.
5. To attend Allocations meetings and co-ordinate the incoming referrals for support planning and activity programmes.
6. To sign post to other organisations or agencies, that may benefit the rehabilitation or independence of individuals with ABI.
7. To develop programmes of work/activities that support the rehabilitation of those with ABI.
8. To sign post individuals to other elements of HWO's support services as required and appropriate
9. To liaise with HWO's therapy services and co-ordinate referrals into these services in line with individuals support plans and rehabilitation needs,
10. To keep accurate and timely records of all clients seen, visits made and outcomes, both written and on Headway Oxfordshire's database as required.
11. To write department reports as required.

12. To attend regular supervision sessions with manager and attend Headway Oxfordshire staff meetings.
13. Other duties as required by line manager.

Person Specification

Essential Criteria	Desirable Criteria
Experience of working with people with a disability in a paid, volunteer or carer capacity	Social work, teaching, nursing qualification, or equivalent
Experience in organising meaningful activities aimed at improving individual's life skills	Experience of working with people with a brain injury
Experience of writing support plans and/or working to support plan outcomes	Experience of advice work, advocacy or counselling
Experience of working with challenging behaviours in group and/or 1-1 settings	
Experience of leading and/or supervising a small team	Qualifications in people or project management
Excellent interpersonal skills	
Ability to communicate at all levels, verbally and in writing	
Ability to organise own workload	Knowledge of voluntary sector
Commitment to equal opportunities	Good IT skills
Although we do not offer formal personal care there will be occasions where it will be necessary, therefore you will need the skills and experience to take on this aspect of the role	Willingness to provide personal care/attend training if required