**Job Description: Activity Coordinator**

**Company Overview**

[Company Name] is dedicated to enhancing the lives of clients through compassionate care in residential and domiciliary settings. We value creativity, engagement, and well-being. Join us to create meaningful activities for clients.

**Job Title:** Activity Coordinator

**Location: \_\_\_\_\_\_\_\_**

**Job Type:** [Full-Time/Part-Time/Bank Shift]

**Salary: \_\_\_\_\_\_\_\_\_\_**

**Job Summary**

The Activity Coordinator at [Company Name] plans and delivers engaging activities for clients in residential or domiciliary settings, promoting well-being and social inclusion. The ideal candidate is creative, empathetic, and organised.

**Key Responsibilities**

* Plan and organise activities tailored to clients’ interests and needs.
* Facilitate group and individual activities, such as crafts, games, and outings.
* Promote social engagement and emotional well-being.
* Assess clients’ preferences to develop activity plans.
* Coordinate with staff to integrate activities into care routines.
* Maintain a safe environment during activities.
* Document activity participation and outcomes.
* Collaborate with families and community groups for events.
* Manage activity budgets and resources.
* Train staff on activity delivery techniques.
* Adapt activities for clients with diverse needs.
* Ensure compliance with health and safety regulations.

**Qualifications and Skills**

* Experience: Experience in activity planning or care desirable.
* Education: NVQ Level 2 in Health and Social Care or equivalent advantageous.

**Skills:**

* + - Creativity and event planning skills.
		- Strong communication and interpersonal abilities.
		- Empathetic and patient approach.
		- Organisational and time-management skills.

**Requirements:**

* Valid DBS check.
* Eligibility to work in the UK.
* Flexibility for varied hours, including weekends.

**Physical Demands**

The role involves physical tasks like setting up activities and assisting clients, requiring mobility.

**Working Conditions**

Work occurs in residential or domiciliary settings, with potential exposure to varied client needs.

**Why Join [Company Name]?**

At [Company Name], we offer:

* Opportunities to enhance client well-being.
* Creative and supportive team environment.
* Competitive pay and benefits.
* Professional development opportunities.

**How to Apply**

Submit your CV and cover letter to [Insert Contact Email/Address] or apply via [Insert Application Portal/Link]. Contact our recruitment team at [Insert Contact Details].

[Company Name] is an equal opportunities employer.