

Job Description: As The Meaningful Activities Co-Coordinator you will engage with our service users to produce and deliver a programme of workshops and activities. You will be developing a resilience programme (a number of practical workshops which can be offered in small groups, one to one, or via digital means helping people to develop independent living skills). Alongside the workshops you will organize fun activities to increase social engagement. You will be responsible for gathering feedback from the people who use our services.

As the Activities Coordinator, you will work alongside our service users to develop and deliver a range of engaging workshops and activities, to further improve their knowledge, wellbeing and independent living skills, in a safe and socially stimulating environment.

The priority task for the coming 12 months is to develop and implement a practical resilience programme, to enable people to recover from the impacts of homelessness and Covid-19, and feel able to reconnect with the local community.

Responsible to: The Chapman Centre Manager

Benefits Package:

- Salary: £23,092
- Pension: 7%
- Leave entitlement: 21 days plus bank and public holidays

Hours of Work: 37.5 hours per week.

Main Responsibilities:

- Identify what activities and workshops are required and the preferred method of delivery by consulting service users during advice sessions, at forums, questionnaires, research, colleagues and partner agencies.
- Develop and implement a varied programme based on these findings and include active participation by other agencies and professionals. Obtain feedback from participants and adjust programme accordingly.
- Develop a programme of activities that can be adaptable during the Covid 19 pandemic, which are robustly risk assessed
- Promote the activity programme with service users, staff, and other agencies, on the website and through social media.

- Consider organising outings as appropriate, giving consideration to safety needs and staffing requirements
- Provide effective and accurate entries and outcomes of the activities using the Chapman Centre database.
- Explore funding opportunities for specific activities; draft funding requests and evaluation reports.
- Work individually with service users who lack motivation, supporting them to engage in house or external activities
- Develop and deliver a service user engagement programme gathering feedback with regards to the benefits the Chapman Centre has brought to people's lives.
- Any other duties as identified by the Chapman Centre Service Manager

Person Specification:

Experience	<ul style="list-style-type: none"> • Working with anyone at risk of homelessness • Working with people who may have vulnerabilities or / and complex needs • Motivating hard to engage people • Planning and organising • Working with volunteers • Liaising and networking • Building relationships with agencies and colleagues • IT in particular MS office programmes
Skills and Abilities	<ul style="list-style-type: none"> • Communicate and present information, both verbal and in writing to individuals or in a group setting • Pay close attention to detail, keep accurate records, meet deadlines and targets • Work under pressure and remain clam • Work as part of a team and as an individual • Be sympathetic and approachable but also be assertive when necessary • Ability to make decisions
Personal	<ul style="list-style-type: none"> • Dynamic and creative

Attributes	<ul style="list-style-type: none">• Well organized, resourceful and focused• Confident and outgoing• Energetic, self-motivated and enthusiastic• Able to relate to people on all levels and in a variety of settings both formal and informal• Ability to identify own training needs and participate in continued personal development opportunities• Responsive to input from others and able to take pride in your work• Work with flexibility as the programme evolves which may require working outside normal hours.
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