



Creative Support Ltd, Head Office

Wellington House Tel: 0161 236 0829
131 Wellington Road Fax: 0161 237 5126
Stockport recruitment@creativesupport.co.uk
SK1 3TS www.creativesupport.co.uk

Activity Worker

Reference: 80396

**Klute House, Eastman Village
Harrow Extra Care Service**

Thank you for your interest in the above post. Please find the specific role requirements and duties for this role detailed within this document. When completing the form you may submit additional documentation however please note that we cannot accept a CV as a completed application.

Closing Date: 30 July 2024

Once you have submitted or posted your application form, please allow 10 working days after the closing date for a response. As we do not notify applicants of an unsuccessful application, if no response has been received within this time, please accept this as confirmation that your application has been unsuccessful. Unsuccessful applicants must wait 6 months before re-applying for a vacancy at Creative Support.

Please return the completed application form to recruitment@creativesupport.co.uk

We look forward to receiving an application from talented people for this satisfying and rewarding role. For informal enquiries please email Tamryn Nicol on 07929717745 or tamryn.nicol@creativesupport.org.uk or Mahip Singh (Service Director) on 07815518847 or mahip.singh@creativesupport.co.uk.

Yours Faithfully

Recruitment Department

All applicants are subject to DBS checks





JOB DESCRIPTION – ACTIVITY WORKER

**Klute House, Eastman Village
Harrow Extra Care Service**

Hours: 12 hours per week spread across three or four days. There will be an expectation to work on occasional evenings and weekends, so flexibility will be required.

Responsible to: Senior Development Officer

The Role:

We are seeking highly motivated individuals to work with service users from our Extra Care Service in Harrow. We require someone who has the ability to develop and co-ordinate a stimulating range of activities for our clients which you will develop in a guiding and supportive manner. You will be developing these activities collaboratively, ensuring that you meet clients' goals, improve their wellbeing and enhance social inclusion. This is a fulfilling and fun-filled role, with a large scope for personal and professional development.

You must be a proactive and creative person with the patience and warmth required when working in social care. You will be approachable, with a kind and effervescent disposition. You must enjoy working in a team environment as well as be able to work alone using your own initiative.

Your activity sessions should be based on the identified needs, interests and preferences of service users as outlined in their personal support plans. You should aim to promote confidence and independence of service users which can be evidenced by positive outcomes.

Detailed Duties

1. To devise and co-ordinate a programme of group and one-to-one activities, ensuring inclusion for all service users regardless of age, gender or culture.
2. To welcome tenants, their families, carers and other professionals to events and activities within the service, upholding a positive, welcoming and inclusive atmosphere at all times. To ensure tenants with sensory and physical disabilities and other additional needs can actively participate in activities.
3. To provide stimulating in-house activities when required that are safe and in-line with current COVID-19 guidelines and restrictions.
4. To create visually appealing and attractive displays of art work, photographs, etc. in order to display the creative work of service users and to promote the activity programme.
5. To promote anti-discriminatory practice through building links with local groups and organisations, faith groups and representatives of BAME (Black and Minority Ethnic) communities.
6. To support service users in realising their cultural and spiritual needs and in expressing their personal identity.
7. To be aware of current thinking and best practice in the provision of activities for vulnerable adults such as older people, people with dementia, people with physical and sensory disabilities, people with mental health concerns or learning disabilities.

8. To promote the mental health, confidence and self-esteem of tenants through their active participation in activities.
9. To take appropriate action in the event of accidents, incidents and emergencies, adhering to all Creative Support health and safety procedures and policies.
10. To ensure that appropriate records of activities and attendance are kept in the prescribed format. To document all work undertaken in support of service users, their general progress, any concerns and any communication or liaison with other agencies. To seek feedback from tenants and their families regarding the activities provided and to develop new activities to meet unmet needs and new interests.
11. To gather feedback from service users on their satisfaction with the services and opportunities we offer. To use this information to improve and shape services for the benefit of its service users.
12. To provide support to the team of activity support workers by covering any activities across London and Bromley if required.

General Duties

1. To accept regular support and supervision from line manager.
2. To carry out all work in a manner consistent with the aims and principles of Creative Support.
3. To comply with and to implement the Equal Opportunities Policy of Creative Support.
4. To maintain confidentiality at all times, in accordance with the agreed policy.
5. To identify own training needs in discussion with line manager and to attend training events and courses as required.
6. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
7. To ensure effective communication with line manager.
8. Any other duties as required.

PERSON SPECIFICATION – ACTIVITY WORKER

Klute House, Eastman Village

Harrow Extra Care Service

	QUALITIES REQUIRED	How Assessed?	Essential / Desirable?
1	Experience delivering activity sessions to a group of clients with varied needs	Application	Desirable
2	Proven experience working with people with dementia, Alzheimer’s and learning disabilities	Application	Desirable
3	Excellent written and verbal communication skills	Application	Essential
4	Ability to proactively manage own workload and take instruction from varying managers	Application & Interview	Essential
5	The ability to devise and manage programmes and work within deadlines	Application & Interview	Essential
6	Good general IT skills and an excellent working knowledge of Office applications (Word, Excel and Publisher)	Application & Interview	Essential
7	A well organized and analytical approach to data and information, with the ability to review and summarize information quickly and concisely.	Application & Interview	Essential
8	Willingness to travel and work flexible hours which may include some evening and weekend work as agreed with line manager	Interview	Essential
9	An ability to demonstrate a genuine passion for the third sector, interest in health and social care policy/provision and commitment to our person centred values.	Interview	Essential

TERMS AND CONDITIONS – ACTIVITY WORKER

**Klute House, Eastman Village
Harrow Extra Care Service**

Pay Structure:

£13.60 an hour

Holidays:

210 hours (including bank holidays) for a 37.5 hours contract. Pro – rata for Part time contracts

Bank Holidays:

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

Full Hours of Work:

Part time - 12 hours per week, spread across three days. To be worked flexibly on a rota which may include weekends, evenings and public holidays according to the needs of the service.

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours.

Holidays:

20 days plus 8 statutory days pro rata.

Level 2 and/or Level 3 Health & Social Care Diploma:

All employees will be required to undertake and complete the Level 2 and/or Level 3 Health and Social Care Diploma, as a condition of their employment if you already hold NVQ 2 health and social care or equivalent qualification you will not need to do the award again, but we may support you to undertake a level 3 or other relevant qualification at our cost.

Birthday Holiday Bonus:

You are permanently entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. This bonus will only come into effect in the leave year after two full years' service. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to eighteen months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:

Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Networks:

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust: A tax efficient way of donating from your pay on a regular basis to any registered charities.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment.

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who have at least six months between resigning from their original post and taking up their new role.

Uniform:

If applicable for your service you will be provided with a uniform. The amount of uniforms that are provided will be dependent on your hours worked.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.