

ROLE DESCRIPTION

Title:	Activity Co-Ordinator
Responsible to:	Director of People Services
Grade:	G
Hours:	37.5 per week (full-time) including some evening and weekend working

Job Purpose

To ensure that common resident needs are addressed through a programme of activity that inspires, motivates, and builds confidence amongst the young people with whom we work.

To ensure that a range of fun, exciting, and inspiring activities are on offer to YMCA MK residents.

To offer a varied programme of activities and skills that collaborates with other areas of life including volunteering opportunities, Independent Living Skills and a range of Health and Wellbeing activities

Duties and Responsibilities:

1. Programme Planning

- 1.1 Ensure that a varied programme of activities is available to residents that is engaging and offers a range of opportunities to them
- 1.2 Provide opportunities for residents to contribute to programme planning
- 1.3 To create a sustainable and innovative programme of activities that adapts to our resident's needs
- 1.4 To build a relationship of trust with all residents
- 1.5 Work closely with the support team to ensure that activities and programmes are relevant to wider objectives including:
 - Independent Living Skills for the Hostel team

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

- Employability skills and volunteering opportunities for Employment team
 - Health and Wellbeing for the Mental Health team
- 1.6 Ensure that the programme is sustainable for the long-term and, where relevant, can run self-sufficiently by the residents themselves.
 - 1.7 Actively seek and recruit community groups, businesses, organisations and individuals on a voluntary and / or commercial basis to provide programmes and activities to residents
 - 1.8 Publicise events and activities to residents and staff
 - 1.9 Where appropriate, create a reward-based/incentivized system to engage residents
 - 1.10 To coordinate with current staff to utilize their strengths and passions

2 Health and Fitness

- 2.1 Ensure that physical and mental health and wellbeing are being addressed through the programme of activities
- 2.2 Ensure that opportunities are provided to all residents and service users for physical exercise and that the benefits of this are highlighted to young people
- 2.3 Ensure that opportunities exist to improve cooking skills and residents are able to learn about nutritional values
- 2.4 Ensure that educational programmes exist regarding substance use and domestic abuse
- 2.5 Ensure that sexual health programmes are available to residents

3 Wellbeing

- 3.1 Work with the Mental Health team to ensure that programmes are available that complement therapy, e.g. mindfulness, yoga
- 3.2 Ensure that programmes have a foundation in trying to develop individual self-esteem and wellbeing and areas such as:
 - Teamwork
 - Respect
 - Anger Management
 - Dealing with disappointment
 - Managing emotions
 - Planning ahead
 - Tolerance
 - Body management
 - Presenting yourself to others



- 3.3 Ensure that programmes help to develop a sense community within the MK YMCA

4 Life Skills

- 4.1 Ensure that all residents and service users complete a course in key Independent Living Skills. This should cover but not be confined to:
- Budgeting and money management
 - Cooking and food preparation
 - Living alone and 'managing the door'
 - Hygiene
 - Tenancy management
- 4.2 Work with the Housing Support teams in the delivery of this programme
- 4.3 Offer a range of activities that link with the local community
- 4.4 To work alongside the Enterprise Manager and the Employment Manager when facilitating volunteering opportunities and activities that promote employability skills

5 Social Activities

- 5.1 Ensure that YMCA MK offers activities to residents that are fun and exciting. This could include:
- Annual trip to the seaside
 - Trips to theme parks
 - Overseas placements

6 Managing a Budget

- 6.1 Manage a budget to ensure the activity programme is financially sustainable throughout the financial year
- 6.2 Liaise with fundraising team to ensure that full fundraising support for activities is achieved and the budget is maximised

7 Evaluation

- 7.1 Keep suitable records and statistics of activities and programmes to demonstrate engagement and outcomes
- 7.2 Regularly report to Director of People Services and others as necessary on activities and outcomes



- 7.3 Support Communications and Marketing function with activities as promotional material

8 General and Other Duties

- 8.1 To ensure appropriate risk assessments are undertaken prior to running an activity
- 8.2 Assist in the development of YMCA policies and procedures as deemed appropriate by the Director of People Services
- 8.3 To undertake any other duties in line with the role and commensurate the post
- 8.4 As a specialist worker, the post holder will be expected to be able to work on their own initiative but in close collaboration with YMCA colleagues
- 8.5 The post holder will be able to promote the aims and purposes of the YMCA to donors and a wide range of external audiences
- 8.6 The post holder will work with a wide range of external audiences and maintain a positive image, enhancing the YMCA's reputation at every opportunity
- 8.7 It is essential that the post holder maintains confidentiality at all times

Person Specification	
Requirements – Essential	
Experience (Job related)	<p>Experience of running successful and engaging skills programmes / workshops</p> <p>Experience engaging and motivating others in meaningful activity</p> <p>Experience in measuring and reporting on social impact outcomes</p>
Practical and Intellectual Skills	<p>Able to conceive, plan and take ownership over delivering an activities programme</p> <p>Able to work well as part of a team and to engage other team members in doing so</p> <p>Able to motivate others who have previously shown a lack of engagement</p>



	<p>Ability to communicate clearly to other teams and departments</p> <p>Able to communicate the needs and skills of the residents with other team members to ensure the optimum outcome</p> <p>Able to identify individual skill gaps taking into account life skills, level of education / training and create an individual action plan</p> <p>Able to problem solve and implement solutions effectively and creatively</p> <p>Able to work effectively to tight deadlines and organise own workload</p>
<p>Disposition / Attitude</p>	<p>Confident, self-motivated and proactive</p> <p>Excellent relationship builder</p> <p>Willing to learn new ways of working as required</p> <p>Exudes passion and positivity</p> <p>An understanding of the needs and priorities of young people</p> <p>Realistic and practical and has an open-minded approach</p> <p>Shows determination, commitment and resilience.</p> <p>Be patient, understanding and empathetic</p> <p>Be cooperative and a team player</p> <p>Show a desire to make a difference to the lives of others</p>
<p>Requirements – Desirable</p>	



Experience managing challenging behaviour

Detailed understanding of safeguarding best practice and other relevant legal and regulatory requirements

Relevant experience in similar field e.g. sports instructor

