



Job Description

Community Activity Coordinator – Actively Involved Service

Hours of work: 37.5 Monday to Friday 9 to 5 pm

Annual Leave: 25 days plus bank holidays

Salary: Up to £24,000 FTE

Employed by: Involve Kent

Responsible to: Team Manager (Actively Involved)

Based: Head office Turkey Mill, Maidstone – working across West Kent but with a particular focus on working in Sevenoaks District council area

Purpose of the job

This is an innovative role working on the KCC Actively Involved service in West Kent, accessible to those over 55 and those under 55 with complex health. Working with a person-centred and outcomes focused approach to ensure people are supported to achieve their personal goals, improve their wellbeing and can take part in activities they enjoy. Consult beneficiaries and work with local communities to develop new groups and activities which are appealing, inclusive and promote health and wellbeing, linking small groups of people who may enjoy activities or spending time together. Working closely with our voluntary sector provider network and other colleagues to ensure people can access services and activities with all the support they need in place. Ensuring the service is integrated across West Kent and digitally optimised

Key tasks and responsibilities

- Proactively manage your own health, wellbeing and resilience to ensure you can provide consistent, quality support to people.
- Demonstrate and embed the Involve values in your practice and daily work.
- Attend training, team meetings and regular supervision.
- Provide cover for your colleagues when on annual leave, sick or at times of need.
- Ensure the service is fully accessible and digitally optimised to all older people and those with complex needs living in West Kent, reflecting their diversity and range of needs and aspirations.
- Embed and integrate yourself within a West Kent District council area (specified above) and their local community.
- Work with Community Navigators, Social Prescribing link workers and other health and social care colleagues to support people to access their local communities and to identify gaps and trends in services to help shape the services provided.

- Work in partnership with the Wellbeing Support Workers to ensure local groups and activities are set up and identified through the needs of people they have worked with. Encourage those people to be involved in the co-production of groups.
- Develop and coordinate new groups for people, including digital offers. With a focus on exercise, social groups, and volunteer opportunities.
- Ensure groups are sustainable, eg members encouraged to jointly pay small costs, maximise free venue opportunities and the use of volunteers
- Recruit, train, support and supervise teams of volunteers to assist with running groups and buddying new members.
- Facilitate the provision of direct support to enable people to attend community activities using volunteers or group buddies eg car share
- Facilitate and coordinate an Older person Forum in the area, encouraging older people to join a steering group to ensure there is co-production and engagement.
- Work as a member of a team to contribute to meeting all contract KPI's and targets.
- Promote learning and enablement with people to ensure digital inclusion and empowerment to remain independent, including volunteering their skills and wisdom as volunteers to support others.
- Attend; networking events, promotional events, working groups to raise awareness of the Community Wellbeing contract within the West Kent area.
- Refer people onto Community Navigators for face-to-face appointments to complete KCC approved Community Equipment Assessment that supports people where eligible to access equipment and technology that helps them remain independent for longer including Telecare.
- Work with Community Navigators to ensure people are referred or signposted for a KCC Care Act Assessment of their needs or supported to purchase relevant help when care and support needs are identified.
- Use the Involve 'Connect Well West Kent' website and networks to maximise existing provision and to fill any gaps identified. Ensure new groups are included in the website by working with the Involve Information Officer.
- Ensure all necessary data and information is recorded accurately and entered confidentially on Involve's database with awareness of information governance best practice.
- Achieve demanding targets for numbers of people engaged and supported. Ensuring the service and support to people is outcome focused and work innovatively to facilitate improved outcomes for people.
- Build positive relationships and maintain contact with our District Network Partners to ensure any provision and set up of groups and activities dovetails.
- Demonstrate and work to the Involve values of excellence, innovation, can-do approach, valuing difference and people first.
- Undertake Esther Ambassador training and work to the Esther philosophy.
- Work with the Wellbeing support Worker to address any identified inequalities in people being able to attend groups are addressed, by potential use of our Access and Inclusion funds and appropriate support brokered to enable inclusion.
- Any other tasks and responsibilities that may be identified as necessary as the service evolves and develops.

Person Specification	Essential	Desirable
<ul style="list-style-type: none"> Resilient, confident, positive and with a methodical approach to planning of work 	X	
<ul style="list-style-type: none"> Driven, target focused and highly motivated with a focus to achieve contract KPI's as a team member 	X	
<ul style="list-style-type: none"> Experience of working with a focus on empowering people to have choice and control over their lives 		X
<ul style="list-style-type: none"> Ability to learn and work to policies and procedures eg Safeguarding, Mental Capacity, risk management, person centred assessment and support planning, The Esther model 	X	
<ul style="list-style-type: none"> Excellent communication skills, able to negotiate, build relationships, advocate for people and inspire others 	X	
<ul style="list-style-type: none"> Able to work as part of a wider team and undertake a wide range of tasks as required 	X	
<ul style="list-style-type: none"> Able to work with self-reliance and with confidence to take responsibility (within professional boundaries) 	X	
<ul style="list-style-type: none"> Outgoing, energetic and passionate about improving the wellbeing of others. 	X	
<ul style="list-style-type: none"> Knowledge of older person's issues and an empathetic and patient approach 	x	
<ul style="list-style-type: none"> Good IT skills and experience of using a database or CRM system 	X	
<ul style="list-style-type: none"> Experience of setting up events, activities, forums and groups 		x
<ul style="list-style-type: none"> Driving licence and use of a car 		