



Falkland Islands Government – Job Description

Job Title:	Activities Co-ordinator		
Department:	Health & Social Services	Section:	Community Support Services
Reports to:	Community Support Manager		
Grade:	F	Job Code:	TBC

Job Purpose

To source and co-ordinate volunteering positions to support vulnerable adults and young people by working in partnership with carers and families and other professionals and to promote vulnerable young people and adult's social inclusion. To develop an activity program that supports the wellbeing principles.

Main Accountabilities:

- Contribute to a five year strategy for recruitment and retention of volunteers across a range of opportunities, and within a range of premises that would have physical and well-being benefits for service users.
- Source and recruit volunteers through various techniques such as social media, Penguin News etc and collect information on availabilities and skills of volunteers and keep records of volunteer's information up to date.
- Support in the management of a large range of Community Support Service's volunteers, including recruiting, CRB checking, managing, motivating, training, developing and deploying people and resources.
- Work in liaison with various non-government organisations to gain their interest, support and participation in the delivery of the Volunteer and Activities Strategy e.g. churches, schools, businesses, charities etc.
- Supervise activities assistant and manage volunteers on an on-going basis to ensure their efficiency, relevance and well-being and arrange appropriate training when required
- In liaison with line manager, develop and agree relevant policies, procedures and guidelines.
- Arrange schedules for everyday activities, including encouraging community participation in activities both group and one to one where required.
- Manage the rota to ensure that there is activity schedule 7 days per week with alternate weekend working.
- Arrange schedules for community based activities in line with safeguarding principles.
- Hold regular meetings with volunteers/activity assistant to ensure they feel part of the 'team' and satisfied with their role and contributions.
- Disseminate information to all key stakeholders for upcoming actions and events, via email, Penguin news and social media
- Develop and maintain close working relationships with the various Health and Social Services professional areas, so as to provide various activities that can support their professional aspirations for service users e.g. working with Allied health staff to identify and/or organise relevant well-being activities.



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Main Accountabilities: *(continued)*

- Developing and maintaining a schedule of resources to be used in delivery of service and volunteer activities and services.
- Responsible for promoting and safeguarding the wellbeing of individuals when providing a service.
- Undertake direct work with service users either individually or in a group work setting and ensure that service users are fully involved in decision making in relation to their own plans.
- Maintain confidentiality in line with government and departmental policy.
- Keep appropriate records, produce reports as required, in accordance with departmental policies and procedures.
- Develop individualised care plans for attendees on their chosen social activity preferences
- Promote ethically sound practice, including equality of opportunity and anti-discriminatory practice.
- With support from the Head of Care Services manage the delegated budget and assist in income generation for the Community Support Fund
- Engage in regular supervision from Head of care services in line with departmental policy and contribute to team service and development.
- Take responsibility for own continued professional development using opportunities to participate in relevant training activities.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

All duties should be undertaken in accordance with health and safety requirements in line with government and departmental policy and guidance.

There is a requirement to participate in an 'out of hours' rota on a regular basis.

Criminal Record Checks: (This post is regarded as a sensitive post):

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence/s.

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by the candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Activities Co-ordinator		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
GCSE Passes in Maths and English	✓		A
An NVQ Level 3 in a relevant subject such as Social Care (or willingness to undertake)	✓		A
Full manual driving licence	✓		A
Driving Licence C1 Category (minibus)		✓	A
Relevant Business/People Management qualification		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Knowledge, Skills and Experience:			
At least 5 years' relevant experience of working with vulnerable adults and older people in either formal or informal settings	✓		A/I
Experience of supervising people either in a formal capacity or in a volunteering one	✓		A/I
Ability to work in a professional manner	✓		I/R
A good level of experience in the use of ICT packages such as Excel, Outlook and Word	✓		A/I/R
Good communication skills, with the ability to communicate information clearly, both verbally and in writing, in English	✓		A/I
Ability to prioritise workloads and manage time effectively	✓		I/R
Good interpersonal and organisational skills	✓		I/R
Ability to develop effective professional relationships and maintain credibility with key stakeholders	✓		I
Ability to work effectively within a team	✓		I/R
Ability to liaise with effectively and positively with all levels of staff from other departments, organisations and members of the public	✓		I/R
Ability to work under pressure to tight deadlines for lengthy periods with additional discretionary effort to ensure tasks are carried out to completion	✓		I/R
Ability to adapt own workload to meet the workload needs of the team as a whole	✓		I/R
Ability to work on own initiative, with creativity and little supervision, and where necessary make consistent judgements to inform decisions whilst taking responsibility for those decisions	✓		I/R



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Knowledge, Skills and Experience continued:	Essential	Desirable	Assessment Method
Ability to prioritise workloads and manage time effectively	✓		I/R
Good interpersonal and organisational skills	✓		I/R
Ability to develop effective professional relationships and maintain credibility with key stakeholders	✓		I
Ability to work effectively within a team	✓		I/R
Ability to liaise with effectively and positively with all levels of staff from other departments, organisations and members of the public	✓		I/R
Ability to work under pressure to tight deadlines for lengthy periods with additional discretionary effort to ensure tasks are carried out to completion	✓		I/R
Ability to adapt own workload to meet the workload needs of the team as a whole	✓		I/R
Ability to work on own initiative, with creativity and little supervision, and where necessary make consistent judgements to inform decisions whilst taking responsibility for those decisions	✓		I/R
Able to work within and contribute to the team and the wider Health Service. Willing to accept the decisions of others and work to ensure that they are effective	✓		I/R
A sound understanding of risk assessments and health and safety issues associated with the delivery of a key support service	✓		A/I
Under take ordering of resources for activities and manage funds allocated to running the activities programme	✓		I/R
Experience of Inter Agency partnership and multi-disciplinary working	✓		A/I
Experience of Coaching/Training in group situations or one to one		✓	A/I
Project/Finance Management Experience		✓	A/I
Personal Attributes:			
Logical thinking and creative problem solving	✓		I/R
Resilient and can remain calm in high pressure situations	✓		I/R
Has a 'can do' attitude and inspires this in others	✓		I/R
Ability to deal sympathetically with distressed individuals	✓		I/R
Willing and able to undertake further training as required	✓		I/R



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Person Specification:	Activities Co-ordinator		
Personal Attributes:	Essential	Desirable	Assessment Method
Sound judgement and ability to adhere to the need for confidentiality	✓		I/R
Proven ability of encouraging people to work together and develop new ideas	✓		I/R
Ability to speak a relevant second language		✓	A/I

Method of assessment:

A - Application Form I - Selection Interview

R – Reference

P - Presentation