

## **Age UK Sunderland**

### **Job Description**

Post: **Activities Facilitator**  
Location: **Doxford Park**  
Responsible to: **Essence Manager**

#### **Job Purpose**

To be responsible for implementing a range of specialised activities to individuals who are living with a diagnosis of mild to moderate dementia and their Carers.

#### **Job Description**

To ensure the provision of innovative activities and continuous practical, social and emotional support to those living with a diagnosis of mild to moderate dementia and their Carers.

To develop a personal activities plan for the person with dementia, which looks at what they would like to do and what the barriers are to maintaining their quality of life and independence. Develop a personal activities plan for their Carer to include the carer's needs in relation to their caring responsibility and their own personal needs and development.

To be responsible for the day-to-day organisation of activities, including liaison with tutors regarding registration, assessment processes, facilitation of activities, room allocations and all other domestic arrangements.

Be able to engage in a range of leisure and learning opportunities specially designed for the person with dementia and their carers when mainstream services are not appropriate.

Be able to offer new and exciting activities to people with dementia and their carers in Sunderland.

To build confidence and maintain interests and hobbies that clients may be struggling to continue due to their dementia or caring commitments.

To work with Tutors with specialist knowledge or experience in areas of interest to clients who will be recruited where necessary to allow for a diversity of activity.

To facilitate activities and act as a chaperone to access activities when required.

To be able to organise activities with an informal structure so that clients can attend activities to suit their needs rather than a set, weekly course that must be attended for the whole duration.

To maintain an up to date database of all participants in the activities and generate relevant reports for monitoring purposes.

To develop and encourage volunteer involvement in supporting the activities provision and provide supervision.

To undertake regular evaluation of the activities provided and the impact

To work closely with key partners across the City of Sunderland to ensure effective collaborative working

To actively promote and market the Essence service and activities

Be aware of Health and Safety issues involved in the delivery of this service including the conduction of risk assessments.

To act as a Safeguarding alerter in line with Age UK Sunderland policy

To abide by GDPR principles in line with data protection requirements at all times.

To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and responsible corporately and as an individual for Health and Safety policy

To undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the Chief Executive Officer.

## Person Specification

Post: **Activities Facilitator**  
Responsible to: **Essence Manager**  
Location: **Doxford Park**

### Essential Criteria

Experience of delivering activities to people with dementia and carers.

Experience in the facilitation of activities.

Have a good standard of education

Have well developed administrative skills

Be IT literate with experience of word processing and databases

Ability to manage a busy workload and prioritise appropriately

Previous experience of working with vulnerable people

Possess excellent communication skills to deal with highly sensitive and emotional issues on a frequent and unpredictable basis.

Have a good understanding of volunteering and demonstrate evidence of the ability to recruit, train and retain volunteers.

Commitment to working in the voluntary sector

Be innovative with enthusiasm to take on new challenges.

Be a dynamic self- starter

Demonstrate a flair for organising

Ability to respond effectively to unplanned/ emergency situations.

A flexible approach to work

Maintain confidentiality at all times

Possess a full, clean driving licence and have access to a car for work