



Job Description

Job Title	Thorntree Mill – Wellbeing & Activities Coordinator
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Core Purpose of Job	To provide accessible creative activities for social integration to address isolation, improved health, new skills and develop greater confidence.
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Organisational Position	Reporting directly to the Team Leader (Line Manager), a member of the Management Team, and as such sharing responsibility for the leadership of the organisation and the management of staff.
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Key Outcomes	
1	To provide a quality service to people through effective planning, monitoring, evaluation, and review of their requirements in partnership with them.
2	To provide person-centred support to people who use the service.
3	To maintain accurate records and case notes and complete KPI and funding reports on various systems
4	To ensure the service complies with standards set by Scottish Social Services Council (SSSC) and meet the contractual and/or regulatory requirements of relevant agencies and stakeholders.
5	To contribute as an effective team member to the development of the activities of the service.



Accountability	
Freedom to act	<p>To work within the framework of, and promote adherence to, Rowan Alba’s structure, policies, and procedures to achieve best practice with individuals using our services and those commissioning them.</p> <p>Identify development areas within your role and engage with the coaching opportunities within the organisation to support professional development.</p>
Risk Management	<p>To be aware of and work within Rowan Alba’s Health and Safety policy and to report any issues of concern and in conjunction with the line manager.</p>
Level of problem-solving required	<p>Engage with Tenants with varying levels of support needs and challenging behaviours.</p> <p>A desire to learn new skills and experiences relevant to the role and the service.</p>

Communication	
Subject complexity and expertise	Thorntree Mill works with people who are alcohol dependent, have complex (often homelessness related) health needs and are prone to challenging behaviour and episodic poor physical and mental health.
Contact inside the organisation	Giving and receiving objective feedback with other staff, one to one, during team discussions and Support and Supervision.
Contact outside the organisation	Inter-agency working, communication with Housing Providers, Social Care Direct, Social Workers, private support agencies.

Competencies required	
Core Competencies	<ul style="list-style-type: none"> • To promote choice, well-being, positive risk taking and the protection of service users from risk of danger, harm, or abuse. • To work with tenants to develop and deliver person-centred support. • To encourage tenants to take an active role in service improvement, their support and in all decisions relating to them or their tenancy. • To provide support to service users that responds positively to challenging behaviour. • To act as an advocate, or facilitate advocacy, where appropriate by acting on behalf of people who use the service. • To promote effective communication and joint working partnership with a range of agencies to ensure the best possible outcomes for service users.

- To record and report information in accordance with operational guidelines and regulatory requirements.
- To promote, monitor and maintain health, safety, and security within the working environment.
- To respect – as is included in the Ethos of Rowan Alba – service users lifestyle choices.
- To help our tenants maintain active and independent lives through the creation and delivery of individualised activity plans based on their interests, abilities, and life experience.
- Coordinate a calendar of entertainment within Thorntree Mill for both indoor and outdoor activities.
- To ensure a variety of daily activities suited to tenants’ lifestyles are taking place in-house throughout the day.
- To formulate an activity profile for each individual tenant through liaison with tenant and support staff.
- To build relationships with tenants, their friends and family members tailoring individual lifestyles.
- To liaise with senior staff in respect of relative medical or care information regarding tenants and risk assessments.



Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • Demonstrate experience in delivering all aspects of the Job Description • Demonstrate commitment to service user participation • Able to manage and resolve conflict • Able to generate own work and work with minimum supervision • Leadership skills
Desirable	<ul style="list-style-type: none"> • Minimum of one years' experience of service delivery within a social care setting • Experience in homelessness and rough sleeping • Creating activity programmes within a residential setting • Responsible for providing stimulation and encouragement to tenants through entertainment, activities, and community links • Recruit and maintain volunteers • Coordinate volunteers to deliver activities • Guide and lead the volunteers and provide regular support and supervision

Knowledge and understanding	
Essential	<ul style="list-style-type: none"> • Of issues faced by people who use the service • Understanding of regulatory requirements including Social Care and Social Work Improvement Scotland (SCSWIS) and Scottish Social Services Council (SSSC) Code of Practice • Knowledge of best practice in the provision of support services. • Understanding of the different types of activities tenants will enjoy

Skills, education, qualifications	
Essential	<ul style="list-style-type: none"> • Good verbal and written skills • Numeracy Skills • IT literate – be competent working with Microsoft Word or

Wellbeing & Activities Coordinator This version replaces any previous one

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	<p>equivalent</p> <ul style="list-style-type: none"> • Able to work under pressure and deliver results • Able to create an environment where residents feel able to participate and contribute ideas. • Flexible, creative approach • Organised and dependable
Desirable	<ul style="list-style-type: none"> • Scottish Vocational Qualification (SVQ Level - Adults) qualification or willing to work towards it. • Presentation skills • Creative flair with a range of practical skills e.g., arts & crafts. • Ability to motivate and engage people with good negotiation skills. • Ability to plan a calendar of activities.

Other essential requirements	
Essential	<ul style="list-style-type: none"> • Work effectively with a team; promoting and contributing to effective communication; working effectively in partnership with other professionals and demonstrate a commitment to the ongoing delivery of effective and appropriate service administration • Ability to establish and sustain trust and confidence with colleagues, service users and the public promoting and representing Rowan Alba positively and professionally at all levels • Ability to demonstrate resilience in dealing with emotions, distress, and challenging behaviour • Committed to the demonstration of respect and compassion towards those we work with • Positive outlook, self-motivated and flexible • Committed to supporting those who face disadvantage or stigma

This job description outlines the general ways in which it is expected you meet the overall post.

The list of tasks is not an exclusive one and duties may be varied from time to time by the line manager. This job description is subject to regular review.