

**Job Title:** Activity Worker

**Responsible to:** Deputy Manager

**Purpose of job:**

To support the activities run by Outward's Hub Club, an innovative community day opportunity service in Hackney. The Activity Worker will support the sessions the Hub Club provides and ensure all activities are personalised and appropriate for the people attending. The Activity Worker will be responsible for ensuring pick-ups and drop offs of attendees using public transport and to ensure that the attendees and their circle of support have an active decision making role in the service. The role is varied and will involve personal care and manual handling.

**Key tasks and responsibilities:**

- To ensure that the activities on offer are person centred and outcome focused
- To ensure activities are where possible within the wider community and involve using universal services.
- To ensure that there is constant involvement and consultation with the people using the service and their circle of support.
- To organise and facilitate activities at the Hub base and develop these with the members.
- To undertake shift leading and key working responsibilities
- To encourage all community based activities to be accessed by public transport where possible.
- To record all information accurately and appropriately.
- To create and update club member's risk assessments and support plans.
- To assist with any personal care or other needs of attendees.
- To support the attendees at all activities to get the most out of their time
- To market the service appropriately
- To ensure that all media relating to the service (plans, timetables, newsletters etc.) is accessible and created with the involvement of people using the service.
- To undertake other tasks in line with the role; daily cleaning duties and day to day petty cash monitoring.

**Hours of work:** Variable

**Location:** London Borough of Hackney. E8 4RT

**Based:** Community based with some work from a central hub

**Activity Worker: Person Specification**

	<ul style="list-style-type: none"><li>• <b>Essential</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Desirable</b></li></ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Ability to plan and facilitating activity groups</li><li>• Ability to meet targets</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of developing and delivering training</li><li>• Ability to mentor and counsel staff</li><li>• Experience of working with people with a disability</li><li>• Experience of planning and facilitating activity groups for people with disabilities</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Enthusiastic about creating real opportunities for people with a disability</li><li>• Considerate, patient and fair minded</li><li>• Organised approach</li><li>• Good listening skills</li></ul>	<ul style="list-style-type: none"><li>• Enjoys the prospect of developing a service and helping shape it</li></ul>
<b>OTHER</b>	<ul style="list-style-type: none"><li>• Ability to work occasional weekends and evenings</li></ul>	<ul style="list-style-type: none"><li>• Understanding of issues facing those with a disability</li></ul>