



## ACTIVITIES COORDINATOR

**Salary:** £12.85 per hour

**Excellent benefits:** Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, employee wellbeing & assistance program

**Overview:** Our residents are at the heart of everything we do at the Meath Epilepsy Charity with person-centred planning we make sure that everyone remains focused on achieving their goals and to maintain their independence as much as possible.

**Job Purpose:** As an Activities Coordinator, it is your responsibility to efficiently coordinate SEC (Skill and Enterprise Centre) sessions to be meaningful to people supported at The Meath and external clients who use the centre for connection within the community, peer support, wellbeing integration and sessions involving education and creative experiences.

Key skills we're looking for are within the following activities; sports, IT, independent living skills, ASDAN related topics.

### Key Responsibilities Include:

- Manage, create and design activities based in the Skill and Enterprise Centre.
- Co-ordinate activities with and for the people we support at The Meath, outreach customers and external customers.
- Motivate all staff and people we support to have a meaningful and fun time and to join in the activity.
- Support clients with all aspects of care including personal care, mealtimes and mobility when required.
- Support clients with seizures and their recovery.
- Record daily notes after the session, including a register of attendance, complete review reports, actively be involved with risk assessments and action plans.
- Work in conjunction with the Meath's Policies and Procedures.
- Attend training to enable you to assist in medication requirements and other needs for protection of yourself and others in the SEC.
- To be able to work with the manager of the SEC to be creative and design and implement new sessions and ideas to keep fresh and exciting with new trends in the activity sector.

**Essential:** Previous experience working in an activities centre, kids club, SEN school or with an activity group such as Cubs or Brownies. Key skills we're looking for continue to be sport, IT, independent living skills, other ASDAN related topics. Understanding of health and wellbeing leading to meaningful relationships (Mental Health signs and symptoms). Computer literate and experienced in using or teaching others how to use Microsoft Office.

**Desirable:** Previous experience working with epilepsy and/or other learning difficulties. Extroverted personality to continually motivate others. Willing to train and learn new skills to constantly improve the quality of sessions.