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| **1. Job Details** |
| **Job Title: Activity Coordinator** |  |
| **Reports to: Sunflower Centre Manager** |  |

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| **2. Job Purpose:*** To plan and co-ordinate activities, providing a stimulating and therapeutic environment for patients.
* In collaboration with the Sunflower Centre Team and appropriate staff, provide a comfortable, relaxing and welcoming environment in which patients can receive effective day care.
* To coordinate a network of volunteers to support the provision of activities.
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| **3. Duties:****Main Duties and Responsibilities:*** To be responsible for planning and organising a varied and interesting programme of daily activities and entertainment to enhance the lives and improve the holistic wellbeing of our service users.
* To encourage and promote participation from staff, volunteers, patients, families and friends.
* To spend time getting to know patients to be able to tailor activities for each service user to deliver person-centred care.
* To develop links with internal and external stakeholders to contribute towards a wide-ranging and stimulating schedule of events.
* To work with staff and volunteers to ensure that patients have a positive and enjoyable experience while at the Hospice.
* Obtain and implement best practice by developing relationships with people in similar roles in other Hospices/organisations.
* To regularly assess the effectiveness of the social events and activities programme.
* To ensure that the programme of activities is within the budget allocated and maintain an appropriate stock of equipment for activities.

**Control of Infection** Prevention and management of infection is the responsibility of all members of staff and volunteers working at East Cheshire Hospice and forms an integral element of patient safety programmes. Where control of infection regimes are in force they are to be complied with at all times and staff are reminded of the importance of maintaining a high standard of personal and environmental hygiene and to follow local protocols. |
| **Person specification:**  |
|  | **Essential** | **Desirable** |
| **Experience**  | Experience in a similar role within a care setting.Experience of creating and delivering a range of appropriate activities. | Palliative care experience   |
| **Skills and Knowledge** | Good communication, numeracy, and IT skills. The ability and desire to work independently and within a team.  Be able to demonstrate commitment towards various quality and care standards. The ability to work effectively in various emotional and demanding situations. The ability to use your own initiative.  The flexibility to undertake adhoc unsocial hours. |  |

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| **We are inclusive** We believe that equality of opportunity and freedom from discrimination is a fundamental right for everyone, and that diversity within our organisation and our community is a strength to be valued, promoted and developed. Being a part of and supporting such a diverse community, it is vital that our staff team represents the community in which we work. We welcome applications from people from all walks of life and backgrounds irrespective of people’s age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. We understand that people perform better when they can be themselves and that by creating an environment that includes everyone, our staff will perform to their full potential. We do not discriminate against employees or job applicants and select the best person for each job based on relevant skills and experience.   **Safeguarding Statement**  At East Cheshire Hospice we are committed to creating and maintaining a safe and secure environment for all individuals. Safeguarding is a top priority for us, and we expect every staff member to share this responsibility and be aware of their role in protecting vulnerable individuals.   All employees must adhere to our safeguarding policies and procedures, which are designed to prevent harm, abuse, or neglect to individuals within our care and those who work for the organisation. We expect our staff to be vigilant, take immediate action when concerns arise, and report any safeguarding issues promptly to the designated Safeguarding lead.   **Commitment to Sustainability** East Cheshire Hospice are committed to act responsibly, consider the wider implications of our actions, and strive to better our practices to minimise waste, energy and our carbon footprint whilst achieving the charity's service objectives and ensuring patient care is not adversely impacted.  |