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**JOB DESCRIPTION**

**Job title: Activities Co-ordinator**

**Reporting to: Residential Support Manager**

**Hours: 37 hrs per week/38 weeks per year including weekends and evenings where required**

**Salary: Full time salary £28,568. Pro-rata: £24,049: 0.8418 contract**

**Closing Date: Monday 28 July 2025 at 5 pm**

**Job purpose:**

To co-ordinate an activities programme for the whole student body, taking into account individual needs and interests

**Main duties and responsibilities:**

* Autonomously, and in collaboration with colleagues, plan and organise an events and activities programme.
* Provide tailored support to students such that they gain, learn from, develop in and maintain their interests in particular activities.
* Act as liaison between students, administrative staff, teachers, residential staff and outside agencies to facilitate the success of student activities
* Work with colleagues and follow College protocols in ensuring student behaviour meets expectations
* Be responsible for risk assessment to address equality and diversity, health and safety and safeguarding issues.
* Maintain open communication with colleagues, parents and other members of the team around the learner at all times
* Support colleagues in providing mobility support to individual students as necessary.
* Be the first point of contact for any emergency that takes place within the activities programme
* Take responsibility for self, students and visitors in all aspects of Health & Safety and work in accordance with college policies and procedures to comply with regulations.
* Adhere to allocated budgets and constraints as laid down by the Director of Student Support Services or Directors of Learning (budget depending).
* Actively participate in CPD activitiesand staff development activities.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**PERSON SPECIFICATION –** Activities Co-ordinator

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all of the essential requirements but who can demonstrate equivalent and relevant experience.

| **ATTRIBUTES** | **MINIMUM/ ESSENTIAL** | **DESIRABLE** |
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| Experience | * Experience of supporting young people * Experience of working in an activities-related environment * Working with people with a visual impairment | * Working with people with learning difficulties and/or disabilities * Experience of mentoring young people * Experience of supporting in the classroom |
| Knowledge/skills | * Excellent interpersonal skills * Excellent organisational skills | * Understanding of enabling technologies |
| Qualifications and training | * Recognised and relevant education up to and including L3 | * Safeguarding Qualification |
| Aptitudes and abilities | * A high degree of confidence, self-reliance and the ability to work autonomously * Ability to motivate young people * Excellent team player * Work effectively under pressure and to deadlines * Ability to prioritise a demanding workload | * Be able to work with all levels of student ability * Clear and articulate |
| Disposition, attitude and motivation | * Solutions focussed * Positive “can do” outlook * Enthusiasm, self-motivation and initiative * Willingness to work flexibly in response to the needs of the organisation including work off campus and much work outside of office hours * Understanding of safeguarding for our students and a commitment to safe practice * Commitment to equality and diversity and its active promotion |  |
| Additional/other | * Enhanced DBS (Disclosure & Barring Service) disclosure required prior to appointment being confirmed * Eligibility to work in the UK * Willingness to undertake relevant specialist training * Full UK Driving License |  |