

**New Horizons Mental Health CIO**

**Job Description**

**Title:** Activity Coordinator

**Location:** Cynon

**Hours:** 20 hours per week  
(over 3 days a week- Mondays/ Wednesdays and Fridays))

**Salary:** £17,758 pro rata

**Line Manager:** Cynon Service Manager

**Accountable to:** Director

**Length of contract:** Fixed term contract until 31 March 2021

**Aim of the post**

In order to help increase the levels of confidence and self esteem of New Horizons' service users and volunteers the post holder will work with the students, service users, volunteers and the Service Managers to coordinate opportunities for peer support, social activities, learning new skills & training plus accessing volunteering opportunities at New Horizons and within the wider community.

**The role**

The post holder will co-ordinate a wide range of activities, training and volunteering opportunities in the New Horizons Resource Centre in Aberdare in collaboration with students, service users, volunteers, the Service Managers and partner organisations - as directed by your line managers. The post holder will work with the Rhondda service manager to cover service delivery as and when required.

**Responsibilities and Support to Members/Service Users**

*Activities and training*

- Identify the activity and training needs of New Horizons' students, service users and volunteers through active discussion with students, service users, volunteers and staff – including raising the issue at service user and volunteer meetings
- Explore the most appropriate methods and resources for meeting activity & training needs in group events involving internal and external sources including community based resources.

- Work with partner agencies to plan a varied programme of activities & training opportunities based around the needs of students, service users and volunteers, using the identified resources, in conjunction with the Service Managers and other colleagues.
- Advertise the planned programme of activities & training in an appropriate manner which encourages involvement of New Horizons' students across Cwm Taf.
- Co-ordinate the provision of the activities and training based on the planned programme in a flexible manner, allowing for changes if necessary.
- Work with the admin officer and service managers to maintain the most appropriate records of activities & training undertaken including certificates of achievement for service users and volunteers.
- Actively involve members in the monitoring and evaluation of the activities and training.
- Maintain a portfolio of information, including the range of activities & training available within New Horizons and the wider community.
- Regularly review the needs of students, service users, the programme of activities & training and levels of participation, in conjunction with the Service Managers. To act as appropriate role models when supporting members in the variety of activities/courses offered by New Horizons.
- Provide students, service users and volunteers with information and support to access community based facilities (eg educational, occupational, social and leisure).

#### *Volunteer coordination*

- To co-ordinate the opportunities for students and service users to volunteer in the resource centres and the local community.
- Work with the Interlink Volunteer Bureau to help identify volunteering opportunities in the community.
- Delivering the internal training for volunteers on internal organisational policies and procedures

#### **Staff and Personnel Issues**

- To participate and contribute to staff meetings, supervision and appraisal sessions, as agreed with your Line Manager.
- To attend and actively participate in both mandatory and relevant training events. To keep accurate records of training and personal development in a portfolio.

- To identify your own training needs in consultation with appropriate Line Manager.
- To actively work in partnership with other agencies.
- To promote positive image of mental health to other agencies and members of the public.
- To ensure good communication and information sharing between team members to promote a positive work environment.
- To keep accurate records of hours worked and the completion and submission of timesheets.
- To participate and contribute to relevant team and organisational meetings.

### **Administrative Responsibilities**

- To assist in maintaining accurate records (ie petty cash expenditure; income generating activities; monitoring statistics; diaries).
- To be aware of the Health & Safety at Work Regulations and to assist and liaise with other staff members in maintaining acceptable standards for the safety and security of the centre/s.
- To maintain accurate records of partner agencies including statutory & voluntary agencies, educational service providers, private tutors etc.

### **Organisational Responsibilities**

- Service user involvement- to have a commitment to involving people who use the centre/s in the running of the services.
- Confidentiality- to fully understand and observe all matters concerning members/service users are kept strictly confidential to staff teams and New Horizons.
- Equality & diversity - to have an understanding of and a commitment to equality and diversity and a tolerance of people's differences. To have an understanding of the importance of treating people with dignity and respect.
- To have an understanding of the stigma of mental health/emotional issues.
- New Horizons- to have an understanding and commitment to New Horizons' Aims and Objectives and to adhere to all organisational policies and procedures.
- Undertake any other duties deemed appropriate for post.
- Provide cover for staff of New Horizons who work in other locations throughout Cwm Taf when requested to do so.

## Activity Coordinator JD –Feb 2019

- To have a willingness to accept guidance in the job and to undertake training as necessary.
- To undertake other tasks at the request of the Line Managers which are not detailed in this job description but which fall within the scope of the post
- Housekeeping-work with staff and service users to keep the centres clean.