

Job Description – Part Time Activities Co-ordinator – North of Scotland Team

Dedicated Support Services at SBH Scotland have the key aims of:

1. Increasing awareness and understanding of spina bifida and hydrocephalus across Scotland so that those affected are empowered and supported appropriately to achieve their potential
2. Offering support to families, children, young people and adults affected by spina bifida and hydrocephalus so that they are empowered to reach their potential

Support Services use a person-centred approach to tailor information and support appropriately according to individual need. SBH Scotland works in partnership with other agencies to provide information and support throughout the lifespan.

Accountable to: Direct Services Manager North

Hours: 10 hours per week. Work may be out with normal office hours, including evening and weekends therefore flexibility is a necessity.

Salary: £19,000 Pro Rata (35 Hour Full Time Equivalent)

Place of Work: Home Based with some travel throughout North of Scotland

We Offer: Workplace pension scheme, travel expenses paid, flexible working hours, salary sacrifice scheme, death in service benefit, 30 days annual leave plus 4 statutory days (additional days added after 3 years service - Annual Leave is pro-rata for Part-Time)

The Part Time Activities Coordinator Role:

To organise and facilitate activities, groups and events for families, children, young people and adults affected by Spina Bifida and Hydrocephalus in the North of Scotland

Main Duties & Responsibilities:

- To collaborate with families and adults to plan and deliver appropriate, accessible and enjoyable activities and events to improve wellbeing and nurture supportive connections
- To develop strong working relationships both within the immediate and wider teams and work together to best meet the needs of individuals and families being supported by our services
- To ensure that activities/events/groups are fully accessible and inclusive and cater for the needs of families, young people and adults
- To ensure that activities/events are well organised and provide a range of opportunities for families, children and/or adults to engage in

- To carry out risk assessments and ensure appropriate safeguarding measures are in place
- To respond sensitively and appropriately to families' individual circumstances and liaise with North team colleagues regarding any identified support needs
- To manage the activities budget efficiently and cost-effectively to maximise SBH Scotland resources
- Provide information and support for service users to enable them to access local support services, activities and community and leisure facilities and/or referring them to appropriate services to meet identified needs
- Maintain accurate records and provide data (qualitative and quantitative) to be used for monitoring progress, identifying needs and influencing future planning of services offered to service users
- To maintain confidentiality and adhere to SBH Scotland policies with regard to sensitive personal information relating to individual users of the service
- Develop and maintain links with relevant statutory agencies, voluntary sector organisations and key contacts in order to raise awareness of service user's issues and their needs
- To broaden knowledge and understanding of spina bifida, hydrocephalus and associated conditions and use this to support families and colleagues in their work
- To attend training as required and as identified through regular supervision and appraisal
- To liaise regularly with the Direct Services Manager and attend and participate in staff team meetings
- To abide by Spina Bifida Hydrocephalus Scotland's policies and procedures to maintain wellbeing of service users and colleagues
- Undertake other duties that may reasonably be requested by line manager

Person Specification – Activities Coordinator

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> ➤ Qualification in health/social care/wellbeing or relevant experience in related field 	<ul style="list-style-type: none"> ➤ Educated to SVQ3 level
Knowledge	<ul style="list-style-type: none"> ➤ Of the impact of long-term conditions and disabilities ➤ Of IT office suites, spreadsheets and databases ➤ Of safeguarding for vulnerable groups ➤ Of inclusivity and accessibility 	<ul style="list-style-type: none"> ➤ Of the work of Health & Social services and Voluntary sector in relation to children, young people and adults with disabilities and their carers ➤ Current legislation and national frameworks relating to health and social care
Experience	<ul style="list-style-type: none"> ➤ Experience working with Children/Young People and/or Adults with additional support needs ➤ Experience of supporting children, young people and/or adults 	<ul style="list-style-type: none"> ➤ Experience of working with or within the voluntary sector, social work, education, youth work, or Health and Social Care services or community provision ➤ Experience of Groupwork
Abilities and skills	<ul style="list-style-type: none"> ➤ Ability to relate to people from all backgrounds ➤ Ability to adapt activities to be fully inclusive ➤ Ability to listen and communicate clearly ➤ Ability to plan and organise work ➤ Ability to work as part of a team and to take initiative ➤ Ability to communicate confidently with other agencies 	<ul style="list-style-type: none"> ➤ Group facilitation ➤ Event/project management
Personal Qualities	<ul style="list-style-type: none"> ➤ Approachable ➤ Confident ➤ Kind & Caring 	<ul style="list-style-type: none"> ➤ Creative



	<ul style="list-style-type: none"> ➤ Enthusiastic ➤ Resourceful & resilient ➤ Empathic and sensitive to the needs of others 	
Circumstances	<ul style="list-style-type: none"> ➤ Able to work outside normal working hours, including weekends ➤ Access to own car and current driving licence 	<ul style="list-style-type: none"> ➤ Live within vicinity of Aberdeen/Aberdeenshire