

Job Description

Job Title:	Activities Assistant
Responsible to:	Activities and Quality Manager
Responsible for:	No line management responsibilities
Hours:	As advertised / agreed / contracted

JOB PURPOSE

The Activities Assistant plays a key role in creating a home where adults with learning disabilities can enjoy meaningful, stimulating and enjoyable experiences every day. You will design and deliver imaginative, varied and person-centred activities that promote independence, wellbeing, confidence and social connection.

You will support each resident to pursue the interests they enjoy most — whether creative, sensory, social, physical or community-based — ensuring every individual has opportunities to thrive, express themselves and stay connected with family, friends and the wider community.

JOB RESPONSIBILITIES

Activity Planning & Delivery

- Develop and deliver a varied programme of activities, entertainment, outings and events tailored to residents' interests, abilities and support needs.
- Provide activities that promote choice, independence, confidence and enjoyment.
- Support residents to engage in sensory, creative, recreational and community-based activities.
- Encourage participation in both group sessions and one-to-one activities.
- Adapt activities to meet individual communication styles, sensory needs and learning disabilities.
- Ensure activities are inclusive, accessible and meaningful for all residents.

Resident Engagement & Support

- Build warm, trusting relationships with residents, showing genuine interest in their personalities, preferences and aspirations.
- Motivate and encourage residents to try new experiences and develop new skills.
- Support residents to maintain relationships with family, friends and the local community.

- Promote dignity, respect, choice and person-centred practice at all times.
- Work collaboratively with Support Workers to ensure activities complement daily routines and care plans.

Community & Social Inclusion

- Assist in organising trips, outings and community events that enhance residents' social inclusion.
- Develop links with local groups, clubs and organisations to broaden activity opportunities.
- Promote positive engagement with visitors, volunteers and family members.

Safety, Recording & Compliance

- Ensure all activities are delivered safely, following risk assessments and organisational policies.
- Maintain accurate records of activities, attendance and resident engagement.
- Report any concerns regarding wellbeing, behaviour or safety to senior staff promptly.
- Contribute to reviews and care planning by sharing observations about residents' interests, progress and engagement.

Teamwork & Professionalism

- Work collaboratively with the wider Lorne House team to create a warm, supportive and vibrant home environment.
- Participate in team meetings, training and supervision.
- Represent Families First (North East) positively at all times, promoting our values and commitment to high-quality support.

General

- To dress appropriately and use personal protective equipment provided by the organisation
- To attend and participate in regular team meetings and any other relevant meetings
- To undertake all mandatory, legislative and service specific training, both inhouse and external, pertinent to the role
- To work a variety of shifts, including early, late and weekends.
- Follow and adhere to organisational-wide policies, such as Health and Safety, Safeguarding, Fire Safety, Equal Opportunities and Staff Handbook.
- To undertake such other duties as may be required commensurate with the grade and nature of this post.

NOTE:

This job description is an outline only and will be subject to periodic review and amendment to take account of changes within the Charity, following discussion with the postholder.

I can confirm that I have read and fully understand all aspects of the Job Description as detailed above:

Signature	
Name	
Date	

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
Qualifications	- Level 2 Qualification or above in a related subject - Current UK full driving licence	- Five GCSEs including English and Maths at Grade A – C or Level 2 equivalent - Level 3 Qualification or above in a related subject - Attendance at recent safeguarding training - Food hygiene certificate - Current First Aid certificate	Application Form
Experience	- Working with adults with additional needs and challenging behaviours and their families/carers - Understanding of confidentiality - Ability to meet a resident's individual needs	- Community engagement and development - Working in a residential setting - Producing and implementing development plans. - Planning, delivering, monitoring and evaluating services. - Working and effectively communicating with parents and carers.	Application References Interview
Skills	- Excellent interpersonal skills including listening and communication - Ability to relate sensitive subjects to a wide range of adults and their families - Ability to remain calm in emergency situations - Flexible, creative and responsive in approach to difficult situations and problem solving - Can work within set guidelines and procedures - Enthusiasm and ability to motivate self and others - Ability to work independently and as part of a team - Form and build open and honest relationships - Ability to accurately complete all necessary documentation	- Coaching and mentoring skills - Able to contribute new ideas and suggestions to improve services	Application References Interview

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
Special Knowledge	• Awareness and commitment to good practice in Equal Opportunities • Knowledge and understanding of safeguarding procedures. • Knowledge and understanding of health and safety requirements in a residential setting • Knowledge and understanding of safeguarding principles. • Maintain confidentiality and comply with Data Protection legislation	• Knowledge of administrative procedures • Knowledge of regulatory frameworks such as CQC. • Understanding of individual and group dynamics in a residential setting	Application Interview
Personal Attributes	• Caring and compassionate • Focus, drive and tenacity • Patient and flexible • Able to build warm, positive and professional relationships with residents, their families and carers and with colleagues & partners • Strong sense of humour and a creative approach to this demanding field of work • Belief in everyone's ability to learn and make positive change for themselves and for others • Able to work on own initiative and as part of a team • Commitment to personal and professional development • Honest and Trustworthy		Application References Interview
Job related Skills	• Basic IT skills e.g. Word processing, E-mail	• Experience of producing publicity information	Application and references
Special Working Conditions	• Willingness to work outside of normal working hours – This role will include working on a shift basis including, days, nights, weekends and bank holidays. • Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed)		n/a