



Job Profile – ACTIVITY LEADER (Cookery)

JOB PURPOSE

As a Rossendale Trust Activity Leader you will work as part of a team providing the highest standards of support to service users accessing the Oakwood Service, ensuring they are treated with dignity and respect so that they can live a full and meaningful life.

As an Activity Leader you will work collaboratively with service users to facilitate cookery sessions, considering the needs of everyone in the group. You will need to take into account the abilities of the group and plan sessions that are inclusive for all.

The Rossendale Trust places our service users at the centre of everything that we do. Our values are built around the 5 Key Lines of Enquiry (KLOEs) as defined by the Care Quality Commission and which form the basis of the CQC inspection:

Is this service: **Safe; Caring; Responsive; Effective** and **Well led?**

Safe

Inclusion; safeguarding; health and safety; risk assessment; confidentiality.

- Be familiar with and regularly refresh knowledge of the types and indicators of abuse in relation to the safeguarding of vulnerable adults and to report all concerns, suspicions, allegations and incidents.
- Be aware of all health and safety responsibilities, risk assessments and safety procedures. Share best practice and responsibility within the team to protect the health and safety of service users, self and colleagues, and visitors.
- Understand and protect the service users' right to confidentiality of information in accordance with Trust Policy and the Data Protection laws.
- Read and follow individual assessments of need for all service users in partnership with Local Authority, family members, Advocates and other interested parties.
- Create a safe and inclusive environment for the service users.
- Understand, use and promote good hygiene procedures.
- Maintaining a thorough knowledge of, and compliance with the Trust's Policies and procedures.
- Ensuring all relevant risk assessments are read, completed and updated.
- Ensuring all materials and equipment are readily available and identified for each session.
- Supporting service users in their chosen activity.



Caring

Choice; Dignity and Respect.

- Promote independence and choice for each service user in all aspects of their chosen activity. Work with the service users and their support team to encourage personal development.
- Understand that dignity and respect must be central to the provision of support to all of the service users.
- Understand and display a positive, friendly attitude at all times.
- Deliver activities that are person centred and promote choice and independence.
- Promote effective communication with families, staff and other professionals.
- Deliver activities which promote the values and policies of the Trust at all times.
- Observe best practice, with dignity and respect central to the provision of support to all Oakwood service users.

Responsive

Communication; changing needs; Support Plans; activities; Mental Capacity Act 2005.

- Be able to communicate with service users, following appropriate resources as recommended.
- Understand, record and respond to any perceived changes in a service users' needs or choices, sharing any such changes with your team, your line manager and the service users' support team.
- Understand mental capacity and the 5 principles of the Mental Capacity Act 2005.
- Respond positively and promptly to any complaints or feedback from service users, relatives or others, recording and sharing that response.
- Be able to communicate with service users, following support plans and using any appropriate resources as recommended.
- Plan activities that take into account individual needs and interests in conjunction with all risk assessments and support plans.
- Obtain regular feedback from service users and facilitate any actions identified.
- Provide feedback on service users in preparation for annual reviews.

Effective

Relationships; recording; developing activities; flexible working.

- Make an active contribution to the team, working to build and maintain appropriate relationships with service users, relatives, colleagues and external professionals.
- Be flexible and willing to work across a variety of settings to meet the needs of the service users and the Trust.
- Read and understand the Key Policies of the Trust.
- Provide feedback for service user reviews.



Rossendale Trust

Supporting independent futures

- Be responsible for delegating and allocating tasks to the service users, support staff and volunteers.
- Ensure that you complete accurate records relating to each service user.
- Ensuring all materials and equipment are readily available and identified for each session.
- Plan activities that take into account day to day, short term and long term service delivery.
- Work within an agreed budget, obtain authorisation from the Day Services Manager/Team Leader prior to expenditure.
- Encourage a creative, stimulating, educational and enjoyable environment for all service users.
- Sessions to be inclusive for all service users.

Well Led

Team working; training; Trust Mission and Vision; diversity and equality.

- Work as part of your team, respecting the practice of your colleagues and the leadership of the Day Services Team Leaders and Day Services Manager.
- Attend all appropriate training as nominated by your Day Services Team Leader in order to develop your practice.
- Understand and behave in accordance with the Trust's mission and vision. Be familiar with the Staff Code of Conduct.
- Attend and contribute to team meetings.
- Promote diversity and equal opportunities in your team, and understand that bullying, harassment and intimidation will not be tolerated.



PERSON PROFILE – ACTIVITY LEADER (COOKERY)

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED BY
QUALIFICATIONS		
NVQ or Diploma Level 2/3 or equivalent in Health and Social Care, or relevant experience	D	Application /Certificate
Valid driving licence and willingness to drive a Trust vehicle	E	Application /Certificate
KNOWLEDGE AND EXPERIENCE		
Experience of a working in a socially engaging environment	D	Test/Interview
Experience of working with vulnerable adults	E	Application /Interview
Teaching/training others	D	Application /Interview
SKILLS AND QUALITIES		
Good communicator to a broad range of colleagues, families, carers and professionals	E	Interview
Self-motivated	E	Interview
Ability to motivate others	E	Interview
Good organisational skills	E	Interview
Patience	E	Interview
Delegation	E	Interview
Ability to plan both short term and long term	E	Interview
Ability to work on own initiative	E	Interview
Team Player	E	Interview
ADDITIONAL REQUIREMENTS		
<ol style="list-style-type: none"> 1. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check, (formerly CRB) with a check of the DBS Adults' Barred List. 2. New recruits are asked to sign up to the DBS Update Service 3. Valid driving licence and willingness to drive a Trust vehicle 		