



ADFERIAD RECOVERY

Bodloni anghenion pobl sy'n agored i niwed sy'n wynebu heriau bywyd cymhleth
Meeting the needs of vulnerable people facing complex life challenges



JOB DESCRIPTION **Engagement and Activities Officer**

Hours:	37.5 hours
Salary:	£20,041 per annum
Holidays:	25 days per year plus 8 public holidays (pro rata)
Period of Notice:	1 week during probation; 4 weeks thereafter
Probationary Period:	6 months
Based at:	Norfolk House, Colwyn Bay
Responsible to:	Marian Williams

Job Purpose:

Provide, develop and co-ordinate a range of activities, trips and events for residents.



ADFERIAD RECOVERY

Bodloni anghenion pobl sy'n agored i niwed sy'n wynebu heriau bywyd cymhleth
Meeting the needs of vulnerable people facing complex life challenges



Responsibilities:

- Create a stimulating, personalised and sociable programme that increases a sense of wellbeing, promotes independence, and fosters a sense of community and reduces social isolation.
- Incorporate safeguarding and health and safety in everything you do.
- Have a flexible and proactive approach to supporting colleagues.
- Have confidence when providing customer services both internally and externally.
- Lead by example, behaviour and Code of Conduct.
- Be accountable for your own actions.
- Be open to honest conversations, be willing to accept and act on constructive feedback, keeping people informed, and always do what we've said we'll do.
- Take pride in your working environment.
- Be open to change so that we can achieve effective solutions.
- To have commitment to and demonstrate an undertaking of equality of opportunity and its relevance to different sectors within the community.
- Must demonstrate empathy towards Adferiad Recovery's beneficiaries.
- To carry out all other tasks commensurate with the role.



ADFERIAD RECOVERY

Bodloni anghenion pobl sy'n agored i niwed sy'n wynebu heriau bywyd cymhleth

Meeting the needs of vulnerable people facing complex life challenges



	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	<ul style="list-style-type: none"> A good standard of general education. 	<ul style="list-style-type: none"> NVQ level 2 in Health & Social care or equivalent. 	<p>Application</p> <p>Application</p>
Experience:	<ul style="list-style-type: none"> Previous experience in a similar role. 	<ul style="list-style-type: none"> Knowledge of Drug and Alcohol and/or Mental Health services. 	Application / Interview
Skills:	<ul style="list-style-type: none"> Good communication skills. Good organisational skills. 		Application/Interview / Exercise
Knowledge:	<ul style="list-style-type: none"> Use of Microsoft Office. 	<ul style="list-style-type: none"> Awareness of individuals with complex needs. 	Application/Interview
Other Relevant Requirements:	<ul style="list-style-type: none"> Full driving licence and full access to a vehicle for work purposes. 	<ul style="list-style-type: none"> Welsh language skills. 	Application/Interview / Exercise