

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Activity Worker
Activity Hub Service (Leeds)

POST:	Activity Worker
SALARY:	NJC 12-17
ACCOUNTABLE TO:	Team Leader
RESPONSIBLE FOR	N/A
ORGANISATIONAL EXPECTATIONS:	
<p>Community Links aims to provide a high-quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Community Links is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.</p> <p>The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Community Links at all times.</p>	
OUTLINE OF POST:	
<p>Community Links is delivering an Activity Hub service in partnership with The Growth Company (lead provider), providing a service to increase effective engagement with mainstream or core services and to encourage participation in activities to assist individuals to lead law abiding lives</p> <p>The service aims to support people who at risk of re-offending following release and those serving community sentences.</p> <p>The Activity Worker will be responsible for activities and groups and supporting clients to achieve their outcomes. The role involves working with the support workers to provide support and guidance to access services and interventions to assist clients to realise their own aspirations.</p>	
MAIN TASKS:	
1.	Undertake assessments of needs.
2.	Work in partnership with other agencies who have key responsibilities for prison leavers e.g. National Probation Service

3.	To work with the case holder to input into the development and reviews of multi-agency support plans
4.	Support clients to engage effectively with appropriate services to meet their individual needs and aspirations.
5.	Develop effective working relationships with key voluntary and statutory services
6.	To maximise client involvement in all aspects of service provision and work within the principles of co-production.
7.	Develop and deliver groups and courses to a range of clients within the Activity Hub which may include working at satellite hubs.
8.	Contribute to the delivery and quality of service in line with the Key Performance Indicators identified by funders and partner organisations.
9.	Develop working relationships in local areas within West Yorkshire and attend relevant forums and events as required.
10.	Ensure compliance with relevant legislation.
11.	Contribute to Safeguarding and Health and Safety at a local level.
12.	Ensure all welfare benefits are maximised.
13.	Ensure all relevant data is collected and stored on the IT system and provided to the Team Leader as requested
14.	Work with service users to accurately record and maintain their information and plans.
15.	Keep up-to-date with policies, guidelines, procedures and practices.
16.	To contribute to the achievement of annually set individual and team targets.
17.	Participate in team meetings and other meetings as required.
18.	To represent Community Links in a knowledgeable and professional manner at all times.
19.	Maintain appropriate professional boundaries at all times.
20.	Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
21.	Partake in Community Links Personal Development Review system
22.	Any other duties commensurate with the grade and level of responsibility of this post.
	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual

	document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.
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PERSON SPECIFICATION

Activity Worker Activity Hub Service

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential {insert ✓ where appropriate}	Desirable {insert ✓ where appropriate}	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A,I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A,I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge & Skills	Essential	Desirable	
Good technical literacy of Microsoft Applications e.g. Word, Excel, Power point, Outlook, Access	✓		A
Excellent verbal and written communication skills and able to communicate with a wide range of people.	✓		A, I
Up to date working knowledge of welfare benefits	✓		A, I
Creative, flexible and imaginative approach to working with people.	✓		A
Knowledge of services available to address the needs of people who may have multiple & complex needs.	✓		A

Good interpersonal skills including listening and displaying empathy	✓		A, I
Ability to encourage clients to be involved with co-production and employability opportunities	✓		A, I
Able to work under pressure, with a flexible approach	✓		A, I
Ability to work on own initiative and as part of a team.	✓		A, I
Understanding of the needs of internal and external partners and other stakeholders	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
A second Language e.g. Urdu, Polish, BSL		✓	A
Experience	Essential	Desirable	
Experience of working with people who may have multiple and complex needs,	✓		A, I
Experience of delivering an effective personalised service for clients.	✓		A, I
Experience in producing and recording electronic needs and risk assessments, case notes and support plans	✓		A, I
Experience of working with and managing confidential information	✓		A, I
Experience of delivering group work	✓		A, I
A recent history of working in the criminal justice system or experience either as a carer or a volunteer.		✓	A
Worked with / within services that specialise in addiction		✓	A
Experience working with women only services		✓	A