



## Job Description

Job Title:

Activities and Community Engagement Facilitator

Your name:

Your place of work:

Pilgrims' Friend Society is a Registered Charity that has been providing Christian care and support for over 200 years. Our Christian ethos remains central to everything we plan and do, and all our senior staff are committed Christians.

It is a fundamental principle of Pilgrims' Friend Society that your workplace should be an expression of committed Christian care. It is expected that all staff will commit to avoiding doing anything whilst at work that would undermine this expression and ethos.

We have a distinctive approach to living with people in our homes and schemes. We refer to the people who live with us as "family members" and our approach to care known as "The Way we Care" (TWWC) is highly person centred and values each person as precious and made in God's image.

We are seeking dedicated individuals who are passionate about providing holistic care and support to our family members at Pilgrims' Friend Society. As an integral part of our team, you will play a crucial role in ensuring the well-being and happiness of our family members. To uphold our mission and values, we expect all staff to embody TWWC in their daily responsibilities. We want to engage with the communities and churches around our homes to their benefit as we share our resources and to our benefit as we recruit volunteers who add so much to the quality of what we do. Below are the key expectations for this role:

1. The main purposes of your job are:

- To facilitate the provision of activities within the Home, which will contribute to an appropriately stimulating environment within a Christian context. See Social Activity Policy VMA03
- To engage with local Churches and the local community, to enhance the spiritual provision in the home and to promote the reputation of the home in the local area
- To work in support of the management, volunteers, and all home staff to meet the physical, emotional, and spiritual needs of the family members. This will be done by organising monthly meetings with the volunteers and attending staff meetings
- To assist the manager in the recruitment, selection and training of volunteers. See Volunteer Policy VMA01
- To be responsible for the management of the recruited volunteers and their involvement in the home

2. Where you fit into the team:

You are responsible to the Registered Care Manager or Home Manager (as appropriate to the site).

3. Your main job duties are:

1. To work with the management, volunteers, and staff team in developing, co-ordinating and facilitating activities and outings for the family members that will be stimulating and creative. You will ensure that the Evangelical Christian values are reflective in the home, this involves organising daily devotions for the family members that are relevant and appropriate to them
2. To have regular meetings with the line manager and volunteers, this includes planning events, sharing good news and praying
3. Ensure a person-centred approach is consistently reflected in all record keeping and documentation, taking into consideration the family members' likes and dislikes
4. To facilitate and organize regular devotions, weekly services and monthly communions. This must be tailored for the needs of the family members
5. Recognizing the importance of treating every family member as an individual and prioritizing their unique needs and preferences with a compassionate approach
6. To work alongside care staff to record a comprehensive life history and activity care plan for each family member, keeping accurate and up to date records of activity programmes and to record family members' involvement in their care plan
7. To devise and publish a weekly/ monthly timetable of activities
8. To devise and publish a regular Newsletter, ensuring all Family members photos have signed consent forms

9. To promote the home via social media platforms on a weekly basis
10. To work with the Marketing team to produce publications for the local newspapers/magazines
11. To develop and present relevant PowerPoint to local churches/community groups. This may include working with The Way We Care Lead in delivering talks on Dementia awareness
12. To engage with local Churches by sending out regular Newsletters via Donorfy
13. To visit local Churches, building up a network of new Ministers/speakers/Volunteers. This also includes taking Family Members to local Church groups/Dementia café etc
14. To build relationships with the local community e.g. Nursery, Primary school, Colleges, Scouts
15. To support and encourage the care staff to assist with Family members attending and participating their chosen Activity
16. Attending handover meetings to gain further insight into any updates within the home to help support with planning activities and events
17. To attend local community/church events to help promote the home
18. You will be expected to further your knowledge and development through attendance on courses thought to be appropriate by your manager or at training sessions provided or facilitated by Pilgrims' Friend Society
19. To organise an Annual Volunteer Celebration Event
20. In addition to the duties and responsibilities listed, you may be required to perform other duties assigned by your manager from time to time that are within your capabilities and relate to your role