



## **Job Description for Activities Coordinator (AC) in Launchpad's Speke House, Liverpool**

### **Background**

Launchpad is a veterans' charity that provides veterans with their own bedsit / flat in converted old people's homes in Liverpool, Newcastle-upon-Tyne and Durham. While living with Launchpad for up to two years, the veterans are provided with support from numerous other specialist organisations to enable them to stabilise their lives and to then settle into the community of their choice, wherever possible with jobs too. To date, Launchpad has supported over 550 veterans, 90% of whom came from a homeless background. Approximately, 70% move onto a more stable life with 40% or more gaining employment.

### **Role**

The role of the Activities Coordinator (AC) in Speke House, Liverpool, is to increase motivation, confidence in the veterans, which helps them to make a successful transition in to civilian life. The AC will devise and run a stimulating and varied programme of activities and social events inside and outside Speke House, either through third parties or through Launchpad staff action alone. Some activities should engage the local community to promote and enhance the existence of the house and Launchpad.

On occasions, the AC is expected to contribute in other areas of management of Speke House, as all members of staff do, including fundraising, guiding and mentoring residents, helping with administration, accounting and standing in for other members of staff when necessary.

The AC will also assist the residents in preparing their Personal Action Plan that will lead to employment; liaise with the Department for Work and Pensions (DWP) and local Jobcentre Plus to ensure residents are compliant with the Welfare to Work Programme.

### **Method**

The AC will work with residents, staff, partner organisations and others, as necessary, to arrange weekly diversionary activities and small community projects where necessary. The priority is to do what is good for the veterans and to do all he or she can to *motivate* residents to take part whenever possible. Evidence suggests residents benefit from both different types of activities. Where possible, the AC is to execute activities for no cost, or to cover costs through a third party. The AC is to ensure that the programme of diversionary activities and projects fits the House programme and is aligned to the Launchpad and Manager's intent and direction.

In conjunction with other staff, the AC will assist the residents in preparing Personal Action Plans based on the Outcomes Star Methodology that leads to employment; as well as liaising

with other agencies in and around Speke to secure third-party expertise in welfare, health, training, jobs and housing.

In all activities, the AC must support the Manager in engaging the residents while representing the interests of Launchpad as well. The AC must be perceived as balanced, fair and objective. To achieve this, he/she will possess strong leadership and an attractive personality, coupled with excellent communication skills.

### **Location**

Speke House, Heathgate Avenue, Liverpool, L24 7SH

### **Remuneration**

£25,000 per annum.

### **Hours**

37.5 per week but expected to take out of hours actions to care for the house and its residents, as directed by the Manager including on call if needed.

### **Holidays**

33 days, to include bank holidays.

### **Line Management**

The AC's Line Manager is the Manager of the House.

### **Tasks**

- Organise through self-help in Launchpad or with external organisations, a weekly programme of diversionary activities. Type and frequency to be determined in conjunction with the Manager.
- Brief all new residents on the importance and benefits of community projects, community engagement, diversionary activities.
- Initiate, run and be the main point of contact for diversionary activities.
- To consult individual residents in order to identify their social and recreational needs.
- To source relevant funding to enhance the activities programme.
- To update and maintain a monthly events and activities' planner
- Ensure maximum positive PR is obtained from each activity and project, including the encouragement of donations to Launchpad from all potential sources.
- Maintain detailed and auditable accounts displaying past and projected income and costs.
- Support the Manager of the House at all times and be prepared to stand in for other staff when required.
- Ensure all work and activity undertaken by Launchpad personnel is safe and free from risk.
- Provide timely and detailed briefs at regular intervals to the community focal point, the Launchpad Manager and trustees on projects and diversionary activities.
- Provide upon completion of each project and activity a comprehensive report, to the manager and trustees.
- Assist with fundraising and house accounting as specified by the Manager.
- Develop and manage Personal Action Plans with individual residents, including creating and maintaining personal records, creating and managing the residents' Outcomes Stars, in conjunction with other staff.

- Assist the Manager in preparing management reports.
- To conduct interviews and background checks on all potential residents assessing risks and individual needs.
- Induct residents into the House on arrival (and meet and engage relatives, wherever possible), in conjunction with the Manager and other staff.
- Report residents' views to the Manager, without being seen to 'take sides'.
- Make recommendations to the Manager that will improve service delivery.

### **Essential Competencies**

- Inclusive, encouraging leadership and motivational powers.
- Personable nature, with high quality oral and written communication skills.
- Motivated self-starter with enthusiasm to make a positive impact on, and help, veterans.
- The ability to plan, prepare and execute complex plans with ad hoc work forces to achieve successful outcomes for the residents and charity.
- The ability to influence and develop strong relationships with external organisations and residents for the good of all in Launchpad.
- Trustworthiness, fairness, honest and respect for others.
- Strong organisational skills.
- Understanding of people from the services and of people in difficult situations.
- Competent computer user, to include the internet, social media, Word and Excel.
- Full UK driving licence/ D1

### **Desirable Qualities**

- Awareness of general Health and Safety legislation
- Trained in Safeguarding
- Possessing, or willing to apply for standard DBS disclosure
- Experience of producing PR although our PR and Comms agency will provide guidance and advice
- Experience of accounting