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| Job Description |

**Job Title:** Activity leader at The Studio

**Contract Status:** Zero hours, with holiday entitlement

**Hours of Work: 4 hours – 3 face to face, 1 prep**

 Tuesday morning (10-1)

**Salary:** £14 ph/£56 per session

**Location:** The Studio,Royal British Legion Hall, 16 Hall Croft, NG9 1EL.

**Reporting to:** The Operational Manager, The Studio (OM, currently Justine Schneider)

**Purpose of the Role:**  To plan and lead the activities for people with dementia. The purpose of this centre is to be a place where individuals with dementia can have enriching experiences, while carers can get information, advice and a break from caring. Our aim is to be a centre of excellence in dementia care, based on research, evidence and best practice of how arts-led interventions can promote health and wellbeing in dementia. Activity leaders are responsible for coordinating and delivering activities within day care sessions for people with dementia.  Planning sessions is supported by a small, experienced committee.

**Place in the organisation:** The leader is employed by Imagine Artsdem Broxtowe CIO, a registered charity (no. 1199448). The leader is normally accountable to the Operational Manager but may also speak directly to any of the Trustees if required.

**Main Duties:-**

* Help the OM or designated volunteer to design and plan a varied programme of meaningful, creative and wellbeing-focussed activities
* Engage guests with dementia both individually and in groups in a wide range of activities
* Work with guests and their carers to assess needs, monitor satisfaction and adjust services to best meet changing requirements
* Equip, support and guide Artscare Assistants and volunteers with the knowledge and skills needed to help guests engage in creative activities
* Source appropriate materials and equipment within budget and steward their use
* Work with experienced arts practitioners within a planned programme of activity as required
* Ensure that high standards of care and safety are maintained during sessions
* Liaise with family carers, health and care professionals as appropriate
* Maintain The Studio’s reputation and promote its services both on and off duty
* Keep adequate records and communicate to the wider team as required

**Key Responsibilities:-**

* To guide and support Artscare Assistants and volunteers to facilitate clients’ engagement with activities, fostering a strong team identity
* To assess potential clients, devise individual arts activity plans and review periodically
* To induct new Artscare Assistants and oversee their work & training needs
* In consultation with the Operational Manager to interview and assess potential clients, including risk assessment
* To work with the Operational Manager/designated volunteers with respect to advance programme planning and logistics
* To manage arts materials budget and utilise resources efficiently
* To complete and maintain required documentation including digital records, such as for enquiries, guest registration and risk assessments,
* Any other duties that are compatible with the smooth running of The Studio

**Decision Making (examples)**

1. **Taken independently by the role holder:**

Decisions pertaining to material resources that are cost neutral or within an allocated budget

Allocation of clients to activities

Allocation of Artscare Assistants to tasks during a session

1. **Taken in collaboration with Operational Manager:**

 Appointment, induction, and day to day management of the Artscare Assistants

 Decisions pertaining to acceptance of new guests, their risk assessment and practical arrangements

 Decisions pertaining to equipment that is used for arts activities

Adoption of and changes to policy and procedures

 Access to The Studio for visitors and external organisations

 Decisions with cost implications beyond the allocated budget agreed by the Directors

Signed:……………………………………………………………………………. Date: …………………………………………………………

(role holder)

Signed: …………………………………………………………………………... Date: ………………………………………………………..

 (line manager)