



**ACTIVITIES AND  
EVENTS CO-  
ORDINATOR**

**The Wrekin**  
Housing Group

Job Description and Person  
Specification April 2021

## **THE WREKIN HOUSING GROUP**

**JOB TITLE:**                    **Activities and Events Co-ordinator**

**RESPONSIBLE TO:**        **Service Manager**

### **KEY OBJECTIVES:**

- To work as part of a wider team to create vibrant Shireliving communities where tenants, friends and families actively what to participate and contribute to activities and events.
- To plan, organise and co-ordinate events and activities both on and off site for ShireLiving tenants.
- To ensure that activities and events are inclusive and are aligned to tenant's needs and meet health and wellbeing agendas.
- To provide general clerical and administrative support to the Shireliving Team
- To foster a culture of continuous improvement with a 'can do approach' to enhance the customer experience.
- To assist the catering team in the delivery of a customer focused service.

### **KEY RESPONSIBILITIES:**

- To actively engage with tenants and their friends/family to encourage/support participation
- Lead, monitor and co-ordinate social activities, events and trips
- Support the care and catering service and volunteers to facilitate social activities

- Actively engage with external providers to foster relationships: Including the local authority, 3<sup>rd</sup> sector agencies and community groups

**GENERAL RESPONSIBILITIES:**

- Take full responsibility for booking rooms, accommodation and transport for all events and trips
- Effectively manage the corporate events budget to ensure that this is utilised effectively and that there is not an over spend
- Ensure that all events are recorded and monitored on the internal database
- Work effectively with other members of the ShireLiving Team
- Creating and facilitating competitions for tenants to take part in
- Consciously striving to improve events, looking at new and imaginative ways to engage residents

## **THE WREKIN HOUSING GROUP**

### **PERSON SPECIFICATION**

#### **ACTIVITIES AND EVENTS CO-ORDINATOR**

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#### **QUALIFICATIONS:**

- GSCE's Grade A-C in Maths and English or equivalent is essential.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Experience of planning and organising trips
- Experience of working with older people and an awareness of national health and social care agendas
- Experience of networking with external agencies and activity creating partnership activities
- Excellent interpersonal skills and a willingness to actively engage with others
- Excellent numeracy, verbal and written communication skills
- Strong organisational skills
- Proven experience of working to deadlines and agreed targets

#### **COMPETENCIES**

Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.

Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.

Produces accurate and high quality work. Uses initiative and consults with senior manager where required.

Articulates opinions and information confidently and clearly. Actively listens to the communications of others.

Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve systems and services.

Assists in identifying problems, offering appropriate ideas to resolve them; is analytical, innovative and constructive in their approach of problem solving.

Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress.

Demonstrates judgement and the ability to contribute to decision-making at a local level. Seeks advice and researches information when appropriate.

Is aware of main company objectives, demonstrating flexibility in task management and priorities as required. Contributes ideas to facilitate change and improve services.

Uses clear oral and written 2-way communication to share information.

**OTHER:**

Current driving licence

Willing to work flexibly, outside normal hours including evenings and weekends

Willingness to stay overnight when facilitating trips and other events

