

## Activities Co-Ordinator

---

Organisation: Cambridge Nursing Home  
Salary: TBC  
Location: London  
Part/Full Time: Full time or Job share  
Start date: asap  
Contact: Tayvanie Nagendran  
Contact Email: [info@cnhnursing.co.uk](mailto:info@cnhnursing.co.uk)

### Job specifications

Cambridge Nursing Home is a well-established family-business that cares for 47 residents. The role will involve interaction with residents, their families and professionals relating to the residents. Sensitivity and adaptability are required from the successful candidate. Our values are to be caring, communicative and collaborative.

The Activities Coordinator is responsible for planning and coordinating activities for the organization. These activities must reflect the participants' needs, abilities, and interests, which the Activities Co-ordinator must become familiar with. The role will be based with residents for most of the day but must have IT skills and be able to document and evidence activities and the impact it has on residents. The Activities Co-Ordinator must be involved in care planning, the Resident of the Day program and must be able to travel with residents when they go out on social day trips as well as act as an escort for appointments if needed.

Activities must be safe, fun, and meet the goals of the nursing home and the residents. At all times, the activities coordinator must have a positive attitude and be responsive to participants' needs.

The successful candidate will have to work in a sensitive manner as all information will be confidential, both to internal and external colleagues as well as others. The successful candidate should be reminded that when working with vulnerable persons or in an environment where there are vulnerable persons, they will have to act accordingly.

The Activities Co-Ordinator will be working with a multidisciplinary of staff so will need to have good teamwork and communication skills (written and verbal). The ability to work to deadlines and problem-solving skills would be beneficial to the role.

The position is based at Cambridge Nursing Home, and you will be reporting to the Registered Manager and Directors as appropriate.

In order to be suitable for this role and working in the care environment, employees must be able to provide their NHS digital covid pass. You will be required to show us the 'travel' pass before starting employment at Cambridge Nursing Home.

This list is not exhaustive and is subject to change to meet the needs of the home.

- Planning and preparation of day-to-day activities and special events
- Assisting and running activities with residents
- Ensuring the organisation and practicality of the activity areas including storage and stock
- Researching – materials, new activity ideas, key national dates to celebrate and any resources needed for upcoming events

- Observing and recording resident's enjoyment and feedback when doing an activity to help improve activities and events within the home
- Making activity packs for staff to implement out of hours/on days off
- Set up of activities including the organisation of required supplies for each session, preparation of the location where activity is happening and ensuring the correct members of the team are aware timings and activities for the day
- Ensuring the home has regular community engagement including fundraisers, events, and sponsored activities
- Work with residents to improve skills and mobility and increase engagement
- Encourage learning from family members and carers to improve outcomes
- Ensure communication is consistent across the care team
- Collect data on progress and adjust therapy to improve results
- Adjust tasks and interactions to suit individual residents
- To always show respect for the individual residents
- To maintain dignity, privacy, and confidentiality of the residents
- General admin duties – scanning, printing, photocopying, and filing
- Assist with other duties as assigned by the admin team and management to support the needs of the home
- It is imperative that the candidate is IT literate and able to effectively use our cloud-based care planning software, Care Vision to assist with care planning, calendar entries, daily notes, and Microsoft Office.
- Budget management & ensuring external activity invoices are sent to the accounts team
- Collating content for marketing
- Compiling updates to produce a monthly newsletter to be circulated to staff, residents, and relatives
- Travel with residents for social day trips/escort for appointments if needed
- Be willing to lead and assist volunteers and external visitors to conduct activities

We read every CV sent to us, but due to high volumes, are not able to response to unsuccessful application. You will hear from us by email if we are able to take your application to the next stage.