



JOB DESCRIPTION

JOB TITLE:

ACTIVITIES AND COMMUNITY ENGAGEMENT FACILITATOR

Your name:

Your place of work:

Pilgrims' Friend Society (PFS) 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.

As with most care schemes, we strive to maintain high standards of accommodation and services. In addition to this, PFS promotes a supportive, Christian environment in all our homes and schemes. We are as concerned about the spiritual welfare of our family members/residents and occupants as their physical and emotional wellbeing. To achieve this, our homes and schemes benefit from the active involvement of support from local Evangelical Churches.

It is a fundamental principle of the Society that your workplace should be an expression of committed Christian care. It is expected that all staff will work to promote the Christian ethos.

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/residents. 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 managing of the recruited volunteers and their involvement in the home.

2. WHERE YOU FIT IN TO 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 for the family members that will be stimulating and creative, giving particular attention to the Protestant Christian values of those in our homes and schemes; this involves organising daily devotions for the family members/residents that are relevant and appropriate to them.
2. In conjunction with the management, volunteers, and staff team, organise and facilitate the smooth running of special events/outings/treats/etc.

3. To guide and oversee all activities provided for family members/residents, supervising, and liaising with volunteers, staff, and appropriate outside agencies making sure that the activities reflect the different mental capacities of those living in the home.
4. To be committed to a Person-Centred approach taking into consideration the family members'/residents' likes and dislikes, particularly in relation to their Christian faith trying to involve all family members/residents as they would like or are able; also to be able to offer each family member/resident 'one to one' time.
5. To respect the wishes and dignity of each family member/resident as an individual.
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'/residents' involvement in their care plan.
7. To devise and publish a monthly timetable of activities.
8. To work with the wider staff team, helping staff to develop their individual skills and abilities to support and deliver the activities you have developed for the family members. To train and encourage staff in activities and activities for dementia, using Pilgrims' Friend Society training materials.
9. To engage with local Churches by sending out regular Newsletters, visiting and/or speaking at their Church groups, inviting members/leaders of the local Churches to be involved with the home, particularly the leading of the devotions.
10. To engage with the wider community by organising community coffee mornings, Summer Fayres, open days, among other things; and to publish such events as well as other goings on in the home, in the local press.
11. To be available to work on some weekends and evenings when this would benefit some family members/residents and/or enable a celebration of particular dates or festivals.
12. 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.
13. To organise an Annual Volunteer Celebration Event.
14. 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.