Harrogate Homeless Project

Job Description: Activities Officer

- **Employer:** Harrogate Homeless Project (HHP)
- **Location:** Harrogate, North Yorkshire (On-site)
- **Salary:** £28,804 per annum
- **Hours:** Full time (37.5 hours per week)
- **Contract Type:** Permanent

About Us

Harrogate Homeless Project provides people experiencing homelessness with a safe place to stay and the support they need to build confidence, develop independence, and move forward with their lives. Our values are hope, empowerment and teamwork and we expect all our team to share these values.

Role purpose

The Activities Officer designs, coordinates, and delivers a diverse timetable of meaningful daily activities and workshops for residential clients of the charity. You will use creative, educational and recreational sessions to improve mental health, reduce social isolation and provide an active and fulfilling programme for our clients.

Key Responsibilities

Program planning & delivery

- Take the lead working with other support staff to plan and run a weekly and monthly schedule of structured activities (e.g., art, craft, music, cooking, fitness, gardening and life-skills workshops).
- Adapt sessions to suit clients with diverse support needs, varying physical abilities and different confidence levels.
- Create a welcoming, safe and inclusive environment during all group sessions and workshops.

Client Engagement & Support

- Build positive, professional and trusting relationships with clients who have experienced homelessness, rough sleeping, or complex trauma.

- Motivate and encourage reluctant or vulnerable clients to participate and try new experiences.
- Collect regular feedback from clients to ensure activities remain relevant, engaging and beneficial.

Coordination & partnerships

- Work with the client services team, council housing teams and external partners to align activity goals with individual client support plans.
- Support the recruitment, induction, and coordination of local volunteers who assist with delivering specialist workshops.
- Source local community resources, guest speakers and external educational opportunities.

Monitoring & administration

- Maintain accurate participation records and monitor the success and impact of the activity program.
- Ensure all sessions comply with health and safety standards, conducting risk assessments where necessary.

Person specification

Essential skills and experience

- Experience working or volunteering with vulnerable adults, social care, housing or community development.
- Strong interpersonal skills with an empathetic, patient and friendly nature.
- Excellent organisational and time-management abilities to run multiple weekly sessions.
- Ability to motivate and empower individuals who face complex personal challenges.
- A shared commitment to the values and aims of Harrogate Homeless Project.

Desirable Skills

- A specific hobby, talent, or training qualification (e.g., in art, fitness, cooking, gardening, or basic IT/literacy teaching).
- Knowledge of the specific social issues and barriers surrounding homelessness and rough sleeping.