



Day Service Co-ordinator
Application Pack

Job Details

Job Title:	Day Service Co-ordinator: Art Projects
Location:	Headway East London, 240, Timber Wharf, 238 Kingsland Rd, London E2 8AX
Salary:	£27,406.70 FTE (£16,444.02 after pro rating)
Contract:	Fixed Term (covering maternity leave), ending w/c 16th June 2025
Team:	Day Service/Art Studio Team
Responsible to:	Submit to Love Studio Manager
Hours:	21 hours, 3 days a week, to include Monday and Wednesday.
Start date:	24th June 2024 (negotiable)

About Us

Headway East London is a charity supporting people affected by brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their family. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests.

We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.



About the Role

We are looking for a **Day Service Co-ordinator** to join our **art studio team** and support people living with brain injury in our day centre in Haggerston.

You will take responsibility for organising and delivering activities in the Submit to Love art studio, such as supporting members in creating new artworks, planning and delivering events and outings, and engaging members in a variety of other activities in response to their the needs and interests.

The role also involves providing advocacy and support (**key working**) for up to 12 members and ensuring the **smooth running of the day service** as a member of the co-ordinating team.

Principal Duties and Responsibilities

Activities in the art studio:

1. Support members to engage creatively and develop their personal artistic practise.
2. Work alongside the studio manager, day service members and volunteers to plan and deliver events, including artist led workshops, exhibitions and open studios.
3. Plan trips to cultural events and experiences.
4. Assist with practical tasks in the studio including archiving, photographing artwork for web content and supporting the development of member led designs for merchandise.
5. Embrace Headway East London's approach to co-production, tapping into members skills, experience and idea to collaboratively deliver the day service.
6. Work closely with colleagues in the day service and other teams to support members to participate in a variety of activities, occupational projects and therapies.



Key working:

1. Act as key worker for up to 16 members, checking in regularly about their engagement in the centre and their general wellbeing, and supporting them with information, advice, and advocacy as appropriate.
2. Establish and maintain contact with members' families, carers, and relevant statutory partners to facilitate good communication and better provide appropriate support.
3. Maintain accurate and up-to-date records, including comprehensive individual risk assessments.

Day Service co-ordination:

1. Work closely with colleagues and volunteers in the day service and other teams at Headway East London to create a welcoming, supportive, and stimulating environment for members.
2. Share responsibility for practical tasks in the day service to ensure its smooth running.
3. Work sensitively with volunteers, supporting them alongside the volunteer co-ordinator to take on meaningful and rewarding roles in the day service.
4. Assist members with basic care requirements as required to facilitate their involvement in the day service in a way which preserves their dignity.
5. Carry out assessments and associated admin for new referrals to the Day Service to support new members to join.



Key Relationships – Internal and External

- Operational Staff, Public Engagement team, Admin team, Volunteers.
- Members, families, and carers.
- External agencies and partners including Health and Social Care workers.

Health & Safety/GDPR

- Comply with safe working practices as outlined in Headway East London policies and take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Headway East London policy and report any breaches as soon as reasonably practicable.

General

- Be aware of and adhere to Headway East London policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other departments to achieve good outcomes for our members.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the organisation.

Other

- Apply the Headway East London values and behaviours to every aspect of the role at all times.
- Protect and enhance the interests and reputation of Headway East London internally and externally.
- Commit to the organisational principles of:
 - coproduction
 - equity, diversity and inclusion
 - sustainability



Person Specification

Criteria	Essentials
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working with people with additional support needs • Demonstrable experience of facilitating groups • Demonstrable experience of working as part of a team of staff and volunteers • Demonstrable experience of providing advocacy and advice
Knowledge	<ul style="list-style-type: none"> • Understanding of brain injury and the effects on survivors and their families • Awareness of the health and social care sector • Awareness of the welfare benefits system
Skills	<ul style="list-style-type: none"> • Developed skills to work under pressure and stay calm in stressful situations • Good organisation skills with the ability to problem solve and prioritise workloads • Developed communication, literacy, and numeracy skills • Basic facilitation skills • Developed empathetic skills • Developed IT skills including use of Microsoft Office packages and databases
Personal attributes	<ul style="list-style-type: none"> • Commitment to the values, behaviours, and principles of the organisation • Demonstrable commitment to working in ways which promote equity, diversity, and inclusion • Commitment to continuous personal development • Sense of humour
Additional requirements	<ul style="list-style-type: none"> • This post will require occasional evening and weekend work • This post is subject to an enhanced DBS (Disclosure and Barring Service) check

Job Description and Person Specification Agreement:
The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.

To apply

Please send your Application Form and voluntary Equal Opportunities Monitoring Form to recruitment@headwayeastlondon.org.

Closing date for applications is Friday 10th May 2024, 9am.

For further information about the role and Headway East London, please contact the Art Studio Manager Michelle Carlile via michelle.carlile@headwayeastlondon.org or call on **020 7749 7790**.

No agencies please.

Headway East London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do.

We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

