

Job Description

JOB TITLE	Activity Coordinator
DEPARTMENT	Berry Mews and IRSS
REPORTING TO	Service Manager/Staff Lead/Occupational Therapist
HOURS	37 hours per week, typically working Monday – Friday 9.00am - 4.30pm, includes some evening and weekend working for events
SALARY	£24,500
CONTRACT TYPE	Permanent

JOB SUMMARY	• Responsible for therapeutic group activities and structured events within our mental health recovery unit. • Facilitate a vibrant, recovery focussed programme that promotes community engagement, social inclusion and therapeutic benefit. • Plan events for fundraising, promotions and client support. • Coordinate group sessions and events and supporting clients to engage. • Create sessions that compliment care and recovery planning, alongside the Occupational Therapist and Recovery Support Workers.
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KEY RESPONSIBILITIES
CLIENT SUPPORT • Develop and facilitate seasonal activities and events that are inclusive and responsive to the whole person, considering individual needs, preferences, and protected characteristics, for example, delivering culturally sensitive and sensory-inclusive sessions. • Develop and run a weekly schedule of group activities tailored to service user interests, abilities and recovery goals. • Promote Co-production, engaging service users in shaping the activity calendar and designing activities encouraging ownership and empowerment. • Work with CWW Mind's Lived Experience Coordinator on all elements of Co-Production. • Promote recovery-focused approaches, encouraging independence and choice while providing appropriate guidance and emotional support. • Monitor the progress of clients and address any concerns, ensuring they receive timely and appropriate interventions when required. • Maintain confidentiality and uphold the dignity of all clients.

- Support the team in responding to any crisis, following up with debriefs and support as per policy.
- Deliver a consistent and sustainable activity programme, avoiding ad hoc delivery and improving overall engagement.

EVENTS

- Plan and facilitate celebrations, seasonal events and community outings in collaboration with service users and staff.
- Work with Activity Coordinator across the other residential services, IRSS, St Clair Gardens and Berry Mews to plan collaborative events and support across both services.
- Work with fundraising team where events include any element of fundraising for the service.

EVALUATION AND MONITORING

- Monitor and evaluate the impact of bespoke or tailored interventions, ensuring they align with individual goals and outcomes, and report on progress and effectiveness as part of service improvement and accountability processes.
- Monitor records on the progress of each client and the services provided.
- Maintain confidentiality in all documentation and adhere to data protection regulations

COLLABORATION & STAKEHOLDER ENGAGEMENT

- Align activity themes with care plans and recovery pathways, ensuring a holistic approach.
- Build partnerships with local organisations, charities and community services to expand activity options and promote reintegration.
- Represent Coventry, Warwickshire and Worcestershire Mind at relevant meetings and forums.

ORGANISATIONAL

- Promote a dignified and respectful culture in all instances, while actively seeking to protect all those deemed vulnerable in the care of the service.
- Adhere to Coventry, Warwickshire and Worcestershire Mind's policies and procedures.
- Promote the organisation and its values, aims and mission at all times to maintain its good reputation.
- To attend and complete all mandatory training, supervisions and appraisals.

OTHER DUTIES

- To undertake these duties in a framework that recognises the diversity of clients and encourages equality of opportunity for all.
- To contribute fully to the corporate aims and objectives and work within CWW Mind's values, policies, and procedure.
- To undertake any other duties as delegated, which are deemed appropriate within the grade and responsibilities of the post and following consultation with the post holder

This job description may be subject to change by agreement from time to time, to reflect the changing needs of CWW Mind or the funders

Person Specification

Coventry, Warwickshire and Worcestershire Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Coventry, Warwickshire and Worcestershire Mind is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are encouraged to take part in a comprehensive training package. The organisation would expect the following from staff:

Essential/Desirable	
EXPERIENCE • Experience planning or facilitating group activities (e.g. recreational, creative, educational). • Previous experience working in mental health, social care, or community setting • Experience in dealing with individuals with challenging behaviours. • Experience in supported housing or social care settings. • Experience in risk assessment and safeguarding	E E D D D
SKILLS AND ABILITIES • Strong organisational and time management skills. • An understanding of recovery-focused mental health care. • Ability to engage with individuals with diverse needs in a respectful and inclusive manner. • Excellent communication and interpersonal skills. • A compassionate and empathetic approach to working with individuals with mental health challenges. • Proactive, self-motivated and able to work independently as well as part of a team. • Competent to support clients in a person-centered manner. • Ability and experience of working with a wide range of people. • Ability to problem solve. • Understanding of key issues within mental health. • Reporting and monitoring skills. • Creative or practical skills (e.g. art, music, fitness, gardening).	E D E E E E E E E D D E
KNOWLEDGE • Knowledge of the Recovery Star model or similar frameworks. • Knowledge of mental health conditions, supported accommodation services and recovery-focused approaches. • IT skills and knowledge.	D D E
EDUCATION / QUALIFICATIONS • Commitment to continuous learning and development.	E
ATTITUDES • Enthusiastic and innovative approach. • Strong commitment to empowering clients. • Commitment to valuing fair access and diversity. • Commitment to client involvement. • Flexible approach to working. • Committed and supportive approach to the strategic aims of the organisation.	E E E E E E
GENERAL • Full UK driving license (for use of pool car for outings/events).	E

• Ability to travel across Coventry, Warwickshire and Worcestershire. • Flexible working attitude, including availability for occasional evenings/weekends.	E E
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