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Job Description

**Job title: Activities Coordinator**

**Reporting to: *Recovery and Skills Development Lead***

**Contract: *Fixed Term 30/04/2025***

# Location: *SIFA Fireside, 48-52 Allcock Street, B9 4DY*

**Hours: *21 Hours Per Week***

# Salary: *£23,641 pro-rata*

**Date last updated: *21/08/2024***

**Benefits**: **Progressive career development opportunities, 28 days holiday entitlement (pro rata)**, **increasing to 31 based on length of service, time off in lieu for Bank Holidays worked, access to an ethical pension scheme, invitation to join the Employee Voice group, Wellbeing Wednesdays, central Digbeth location.**

**Overall purpose of job:**

The Activities Coordinator is an exciting new role based within our Move On team, supporting individuals with a history of homelessness to develop life skills, increase self confidence and address social isolation. They will help with the running and oversight of a scheduled programme of activities and workshops including Art, Theatre, Music, Budgeting and Digital Inclusion and will also be involved in the design and delivery of new workshops to meet the needs of our clients and incorporating their feedback and suggestions. This calendar of activities will aim to support clients in overcoming barriers to sustaining independent living and moving forwards in their journey out of homelessness.

**Key tasks:**

1. Work closely with our coproduction case worker to ensure that client feedback is instrumental in the design and delivery of new activities.
2. Support clients to take an active part in the co-design of activities and offer opportunities for co-facilitation where possible.
3. Encourage and support clients to attend and participate in various activities.
4. Focus on supporting clients to develop the essential life skills that they need to sustain independent living.
5. Support individuals to access community assets when appropriate by making referrals, arranging attendance or making links.
6. Liaising with other internal teams to identify suitable clients to support and building rapport and trust with them.
7. Working in a strengths-based, person-centered way to ensure that the programme offers the best opportunities for clients.
8. Maintaining a community activities and events database linked to the areas where client’s tenancies are based.
9. Facilitate ad hoc workshops with clients when required.
10. Assist clients to overcome barriers so that they can access education, training and employment opportunities.
11. Attend training, meetings and briefings as required.
12. To provide timely and accurate statistics and reports within deadlines.
13. Ensure safeguarding issues are accurately identified and reported promptly in line with the safeguarding policy.
14. Maintain professional boundaries and confidentiality and escalate concerns in line with SIFA Fireside’s policies and procedures.

**Working conditions:**

Part-Time: we are happy to discuss working patterns. Occasionally you may be asked to work outside your normal working pattern to attend appointments, training, or to support the service in other ways.

Work will mostly be based on our Digbeth site but with occasional travel around Birmingham to attend appointments and meetings.

We are closed on most Bank Holidays, however there may be occasional times when we are required to open and would anticipate this to be staffed on a rota basis with time off in lieu given.

**Who are we?**

We are SIFA Fireside, the support centre for any adult in Birmingham that faces homelessness. For 40 years we have supported Birmingham’s most vulnerable people with everything from providing hot food and showers, to signposting towards health and wellbeing services, to enabling long-term move on through financial support, tenancy advice and employment initiatives.

Supportive, Inclusive, Dynamic and Courageous: these are our values and our staff and volunteer team live them each and every day. SIFA fireside exists to stand beside our clients while they rebuild their lives in safety and with dignity. If you share our enthusiasm for improving health and inclusion for homeless people, then we want to hear from you.

SIFA Fireside is committed to ensuring its staff team is reflective of the community we support. We strive to address diversification through new initiatives such as our Employee Voice working group and we have committed to provide Unconscious Bias and Equality, Diversity and Inclusivity training to all staff.

To apply please download and complete the application form below. Deadline: Friday 27th September 2024

Completed applications forms should be emailed to [recruitment@sifafireside.co.uk](mailto:recruitment@sifafireside.co.uk)