

The Odell Trust (Registered Charity)

The Odell Centre, Plimsoll Street, Kidderminster, Worcs. DY11 6TZ
Tel: 01562 69683 Fax: 01562 861328 info@odellcentre.org.uk



January 2022

Dear Candidate

Activity Co-ordinator

Thank you for requesting an Application Pack for the above position.

In your application pack, we have included both a Person Specification and a Job Description which you should cross reference to demonstrate how you meet the requirements for this post.

Appointment to this Post involves a two stage interview process:

Stage 1 is a formal interview for short-listed candidates. Interview questions will be based around the contents of the Person Specification and Job Description.

Following conclusion of the formal interview stage, there will be a second round of shortlisting and this will lead on to Stage 2. Unsuccessful candidates at Stage 1 will be informed by post.

Stage 2 consists of successful candidates from Stage 1 being invited to spend a whole day with us, including lunch (one candidate per day) to partake in the practical assessment element of the interview process, which includes woodwork and horticulture based activities, for which appropriate clothing will need to be worn. Stage 2 concludes with a short practical based interview.

Following conclusion of Stage 2, a decision will be made regarding appointment to the vacant position and all unsuccessful candidates at Stage 2 will be informed by post.

Please return your completed Application Form, Curriculum Vitae and the Monitoring Form no later than **1:00pm Monday 21 February 2022**.

Yours faithfully

Bernie Green
Office Manager
Odell Centre



THE ODELL TRUST

ACTIVITY CO-ORDINATOR

The **Odell Centre** is a Day Activity Centre based in Kidderminster, Worcestershire.

This exciting role involves delivering social, leisure and recreational activities to our members aged 18+ who all have a learning disability or mental health issue.

The successful candidate will be required to work out of the Odell Centre for 35 hours per week Monday – Friday 8:30am - 3:30pm. However, there will be an expectation for the successful candidate to be flexible and undertake occasional work outside of regular contracted hours.

The successful candidate will require a current full driving licence to include entitlement to drive a minibus with up to 17 passenger seats (D1 on driving licence).

The successful candidate will need to possess key personal qualities such as being a great team player, with a positive can do attitude and personality, have a very strong work ethic, be empathetic and highly reliable in character, be self-confident in their own ability and possess a great sense of humour.

Previous experience of working with vulnerable adults or in a day centre type setting is not essential for this role. We are far more interested in appointing the right person with the right character who possesses the essential practical skills as detailed below. This position might appeal to somebody looking for a career change.

This post is subject to an enhanced Disclosure and Barring Services check (DBS) and the receipt of two satisfactory references.

Essential pre-requisite practical skill requirements of the role, which you will need to evidence, include:-

HORTICULTURE & WOODWORK

A proven track record in and an in-depth knowledge of **HORTICULTURE**, as you will be responsible, in tandem with the Senior Activity Co-ordinator, for the planning, development and implementation of the Odell allotments and garden annual planting schedule.

You will also need to have excellent **WOODWORK** skills and be able to deliver woodwork based activities in a workshop type environment, using a wide range of hand tools and power tools.

Additional practical experience in and delivery of **TRADITIONAL RUSTIC WOODLAND CRAFTS, BUSHCRAFTS, GREEN WOODWORKING, COPPICE CRAFTS, WILLOW WORKING AND BASKETRY CRAFTS** would also be very welcome and beneficial in this role, as would a background in **FISHING**.

You will possess general all-round excellent practical skills, so as to assist the Senior Activity Co-ordinator with odd job type maintenance work in and around the Centre. You will also be expected to help out as and when required on a wide range of other activities delivered to individuals.

For full job details please refer to the Job Description and Person Specification within the Application Pack.

Salary: £20,493 per annum

Annual Leave: 36 days per annum (inclusive of all 8 Bank Holidays)

Position Type: Full-Time (Permanent)

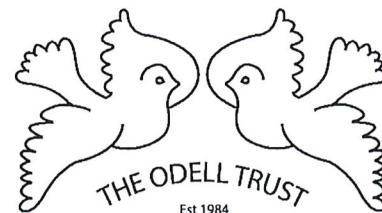
Closing Date Deadline for completed applications: **1pm Monday 21 February 2022**

Method of Application: Ring Odell Centre on **01562 69683** between 9am and 3pm

Monday –Friday or email **recruitment@odellcentre.org.uk** to request an application pack.

Please note: The Odell Centre works with individuals who are clinically vulnerable and our service is classed as frontline face to face social care. Therefore, this Post is subject to the successful candidate being fully vaccinated against Covid-19, unless exempt on medical grounds only.

If the successful candidate for this post indicates that they believe they are exempt from the Covid-19 vaccination requirement on medical grounds, the offer of employment will be dependent on an occupational health assessment.



Job Description

POST TITLE	Activity Co-ordinator
REPORT TO	Team Leader (Line Manager)

Job Summary

The post holder, in conjunction with the Senior Activity Co-ordinator will be responsible for planning and organising activities for all members at The Odell Centre during the day with particular reference to horticulture and woodwork, so you will need to have an experienced background in **horticulture and woodwork**. There will be times when additional hours may be required to be worked outside of your regular non-negotiable working hours of Monday - Friday 8:30am – 3:30pm, in order to facilitate outings and events, therefore a flexible approach will be adopted to enable members to receive the greatest advantage.

Additional practical experience in and delivery of **traditional rustic woodland crafts, bushcrafts, green woodworking, coppice crafts, willow working and basketry crafts** would also be very welcome and beneficial in this role, as would a background in **fishing**.

The post holder will also support the Senior Activity Co-ordinator in the completion of maintenance type “**odd jobs**”, in and around the Centre, so the Post Holder will need to have excellent all round practical skills and an aptitude for this type of work.

The post holder will be flexible and in such times as when fellow activity co-ordinators are on annual leave or off sick, be prepared and willing to help out and support and facilitate members’ participation in a wide variety of activities and to assist in the organisation and implementation of individual and group sessions to promote and support each member’s aspirations.

As part of a Team, you will ensure the smooth running of the daily routines within The Odell Centre, in accordance with your duties and responsibilities. The Post-holder will record and maintain crucial records relating to members activities and preferences as requested by Management, answering enquires from visitors, relatives, carers, volunteers and any professional bodies associated with the provision of social, leisure and recreational activities with the members.



Duties and Responsibilities

Maintain good communication levels with the Manager, Team Leader, Senior Activity Co-ordinator, fellow Activity Co-ordinators, Office Staff, Kitchen Staff and relatives/carers to ensure smooth operation of role and high levels of co-operation. Support all areas of team working within The Odell Centre, to the extent that the role remains an integral element of the daily routines.

Complete tasks and necessary paperwork records where and when required to a satisfactory standard and within agreed timescales.

Carry out in conjunction with other staff, Personal Development Plan (PDP) meetings with members and ensure that members complete their PDP outcomes.

Ensure the individual rights of the members and staff are safeguarded in accordance with The Odell Trust's philosophy by being aware of the working practices and activities being actioned.

Ensure that you are knowledgeable of and adhere to organisational policies with particular reference to Confidentiality Policy, GDPR Policy and Safeguarding & Vulnerable Adults Policy.

Maintain members, staff and business confidentiality at all times.

Session plans to be completed for all activities (training will be given).

Deliver activities to members in conjunction with Personal Development Plan (PDP) outcomes.

You will have responsibility in conjunction with the Senior Activity Co-ordinator, for planning, developing and implementing the Odell allotment and garden planting schedule throughout the calendar year, ensuring members are intrinsically involved in this process from start to finish. You will assist members in completing gardening related outcomes, as set within their Personal Development Plan. You will need to be fully experienced in the use of all types of gardening hand tools and power tools.

You will have responsibility, in conjunction with the Senior Activity Co-ordinator, to engage members in woodwork activities, as per outcomes set in their Personal Development Plans, so you will need to have excellent practical skills within a woodwork room type environment and be experienced and comfortable in using all types of woodwork hand tools and power tools. You will also be involved in working with the members to make bespoke bird boxes using resin casting and moulding processes (you can be trained in resin casting and moulding processes if you do not already possess these skills).

You will assist members in fishing activities providing assistance as required. Previous fishing experience is welcome but not essential in this role.

You will assist other colleagues in the delivery of traditional rustic woodland crafts, bushcrafts, green woodworking, coppice crafts, willow working and basketry crafts, so experience in this area would be very beneficial.

To carry out DIY type maintenance jobs in and around the Odell Centre as and when required.

To assist in the delivery of a wide range of other activities as and when required.

Maintain an awareness of Health and Safety requirements.

Assess and encourage members' needs and develop members' activity goals for the Personal Development Plan (PDP) and record associated information.

Encourage members' participation in activities and document outcomes.

Work individually and within the Team to provide the necessary back up for all staff, to a standard commensurate with aims and objectives of The Odell Trust and in consideration of its members.

Attend staff meetings and project development meetings which take place outside of your core working hours (straight after work).

Observe and maintain high levels of communication within the team of staff, individual colleagues and members.

Checking work emails regularly when at work (at least once daily).

Carry out any additional duties as and when requested and required.

Undertake any additional training and development programmes The Odell Trust may consider appropriate to enhance your contribution to the work at The Odell Centre.

Review on a regular basis the job description for your post with your Line Manager and to agree any changes.

Personal Skills and Traits Desired

Good communication skills - both verbal and written

Resourcefulness

Motivated and a positive outlook

Ability to work both independently and as part of a team

Ability to plan, coordinate and conduct activities

Self-confident in your own ability

Creativity and use of initiative

Effective time management

Decisiveness

Empathy and calmness

Respectful of members who attend Odell Centre & mindful of language & tone used

Respectful of work colleagues
Respectful of members, carers, parents, support workers and transport provider staff
Efficient and organised in approach to work
Ability to meet deadlines
Basic I.T skills
Team player and a people person
Great sense of humour

Policies and Procedures

To be up to date on, and follow, the relevant procedures contained in The Odell Trust's Policies and Procedures file as they affect your job and its responsibilities with particular attention to GDPR, Confidentiality and Safeguarding Vulnerable Adults.

Equal Opportunities

The Odell Trust is a Company which consistently and positively celebrates differences that we have as people. The Odell Trust, in its policy and training, describes what we can expect of each other in our conduct. In your job, we expect you to make the fair treatment of colleagues and of those whom we serve a priority.

Accountability

Be accountable to your Line Manager (Team Leader) for all areas of your duties and responsibilities.

This accountability will be expressed through:

Regular one to one supervisions with the Team Leader (Line Manager) and team meetings with the Manager and other members of the team.

An annual appraisal meeting at which personal targets will be set and monitored.

Tasks and responsibilities within your area of capability may vary occasionally depending upon the needs of the business. You may be asked to undertake a variation of your normal routine to meet these needs. Your enthusiasm and flexibility will be appreciated.

PERSON SPECIFICATION

Employer: The Odell Trust

Job Title: Activity Coordinator

Reports to: Team Leader (Line Manager)

Specification	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> No minimum formal level of Qualification required but reasonable levels of literacy and numeracy skills are expected 	<ul style="list-style-type: none"> Safeguarding Vulnerable Adult Training First Aid Training Food Hygiene Training Choking Awareness Training Epilepsy Training MCA & DOLS Training
Work Experience	<ul style="list-style-type: none"> Experience of working in a team environment Experience of working independently Experience in a horticulture environment Experience in a woodwork environment Experience of developing a project from scratch Evidence of record keeping / using paperwork systems Evidence of helping out and assisting work colleagues when required Evidence of carrying out tasks outside of your core main duties Experience of writing / adhering to work place risk assessments 	<ul style="list-style-type: none"> Previous employment in the learning disability / mental health day activity environment Supporting individuals with a learning disability or mental health issue Experience of delivering horticulture to others Experience of delivering woodwork to others Experience in a fishing environment Working with volunteers Knowledge of resin adapting Knowledge of basic moulding processes Experience of woodland management Experience of a working environment involving delivery of traditional rustic woodland crafts, bushcrafts, green woodworking, coppice crafts, willow working and basketry crafts
Skills & Knowledge	<ul style="list-style-type: none"> Excellent horticulture skills Excellent woodwork skills Excellent general practical skills (odd jobs / maintenance) 	<ul style="list-style-type: none"> General I.T skills Previous fishing experience Knowledge of resin adapting

	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent organisational skills, including time management • Enabling individuals to work successfully to achieve personal goals • Full clean driving licence (D1) • Car owner & willingness to use own car for business purpose as and when required • Understanding of Safeguarding Vulnerable Adult processes and types of abuse • Understanding of GDPR • Understanding of Confidentiality • Understanding of Equality, Diversity & Inclusion 	<ul style="list-style-type: none"> • Knowledge of basic moulding processes • Knowledge of woodland management • Knowledge of traditional rustic woodland crafts, bushcrafts, green woodworking, coppice crafts, willow working and basketry crafts • Previous experience of driving a minibus or similar type vehicle as driving organisational vehicles is a fundamental part of the job role • Previous experience of planning trips and transporting vulnerable adults in a vehicle
Personal Qualities	<ul style="list-style-type: none"> • Sensitivity to the needs of individuals with learning disabilities / mental health issues • Self-confident in own ability • Self-motivated • Empathetic in character • Able to use own initiative • Flexible • Approachable • Reliable • Positive attitude • Enthusiastic • Respectful • Excellent communication skills • Experience of working under pressure and coping mechanisms used • Good time management • Decisiveness • Resourcefulness • Ability to work both independently and as part of a team • Creative approach to work • Positive approach to work • Great sense of humour and a fun person to be around 	<ul style="list-style-type: none"> • Easy going personality • Relaxed but thorough approach to work • Calm and patient manner • Ability to think outside the box

Job Application Monitoring Form

To ensure the Odell Trust's implementation and development of its Equal Opportunities Policy, applicants are asked to **complete and return the details below**. This information, which will be used solely for monitoring purposes, will be treated as confidential. It will be separated on receipt of the application forms and before they are considered by the shortlisting panel.

The basic information on these forms will be transferred to a summary sheet for the purpose of retaining overall statistical information. These completed individual monitoring forms will then be destroyed.

The response to these questions will not affect the success or otherwise of a job application in any way.

Application for the post of		
Where did you see the post advertised?		
Sex (please tick)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Age		
Date of Birth		
How would you describe your ethnic origin? (please tick)	<u>Asian Indian</u>	
	Pakistani	
	Bangladeshi	
	Other Asian Background	
	<u>Black Caribbean</u>	
	African	
	Other Black	
	<u>Chinese or other ethnic group</u>	
	Chinese	
	Any other ethnic group	
	<u>Mixed</u>	
	Any Mixed Background	
	<u>White</u>	
	British	
Irish		
Other White Background		
Gypsy Roma Traveller (GRT)		
Religion		
Are you registered as disabled? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you consider yourself to be disabled? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please return in an envelope with your completed application form.

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The Odell Centre
Plimsoll Street
Kidderminster
Worcestershire
DY11 6TZ
01562 69683
recruitment@odellcentre.org.uk



Social, Leisure and Recreational Centre for Adults with Learning Disabilities

APPLICATION FOR EMPLOYMENT

Please write clearly

Position Applied for	
Closing Date	
Notice required for you to start work	

PERSONAL DETAILS

Surname		
Forenames		
Previous names known by		
Address		
Postcode		
Email Address	Home Telephone No.	Mobile Telephone No

GENERAL

	Yes	No
Do you drive and hold a current licence?		
Has your employment ever been terminated? If Yes, please give details:		
How many jobs have you had in the last 5 years?		

DRIVING – This post does require the use of a vehicle

What type is your driving licence?	Full	
	Provisional	
	None	

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What type of vehicle is your licence for?	PCV	
	Car	
	Other	
Do you have regular use of a vehicle?		
Do you have any endorsements or points on your licence?	Yes/ No	
If yes please give details:		
Have you ever been refused vehicle insurance?	Yes/ No	
Have you ever driven a minibus (over 8 seats)?	Yes/ No	

COVID-19

Please state your current Covid status	
Fully Vaccinated (Including Booster)	Yes/ No
Partially Vaccinated	Yes/ No
Unvaccinated	Yes/ No
If you are not fully vaccinated (including booster) please explain, below, your reasons for not being fully vaccinated	

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EDUCATION

Secondary, Further and Higher Education – Most recent first			
Establishment	Dates	Course/Subject	Results

Work Place Training			
Establishment	Dates	Course/Subject	Results

Job Related Qualification			
Establishment	Dates	Course/Subject	Results

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EMPLOYMENT HISTORY

List ALL employment you have held, most recent first. If necessary please use a separate sheet to continue.

Present or most recent job	
Job Title	Employer's Name and Address
Date Started	
Date Finished	
Salary/ Wages	
Notice required	Phone number
Reason For Leaving	
Duties and Responsibilities	

Job Title	Employer's Name and Address
Date Started	
Date Finished	
Reason For Leaving	Phone number
Duties and Responsibilities	

Job Title	Employer's Name and Address
Date Started	
Date Finished	
Reason For Leaving	Phone number
Duties and Responsibilities	

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Job Title	Employer's Name and Address
Date Started	
Date Finished	
Reason For Leaving	Phone number
Duties and Responsibilities	

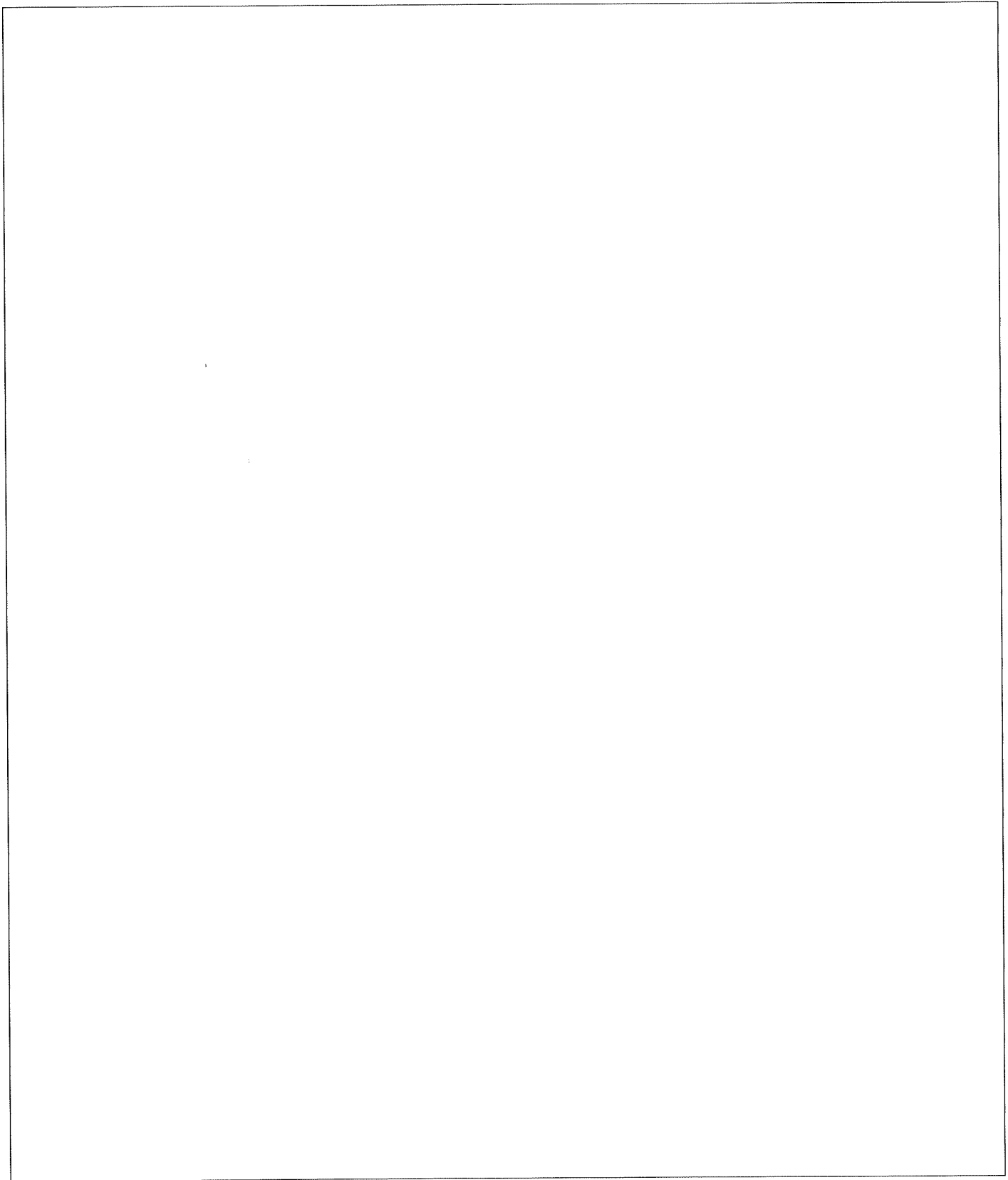
	Yes	No
Have you been in continuous employment throughout your career?		
Have there been any gaps (of more than two months) in your employment?		
If yes, please give details		

VOLUNTARY WORK

Please provide details of any voluntary work or community work, including work experience you have been involved in

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please use the next two pages to show how you meet the requirements indicated on the person specification. Give details of how you meet the criteria and what evidence you have to show you meet each item. Please structure your statement adopting the key headings of the person specification.



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How did you find out about his job vacancy?	
Had you heard about The Odell Trust Before?	
If yes, how, when and where?	
If offered this position will you continue to work in any other capacity?	YES/ NO
If yes, please give details	
Would you have any problems working occasional additional hours on some evenings or weekends as required?	
If yes, please explain	

OTHER INFORMATION

What interests and hobbies do you actively follow (please detail the degree of your involvement)
Please detail all other information that you feel is appropriate

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REFERENCES

Please give the names and addresses of two referees. One must be your current or most recent employer. The referee should not be related to you or a member of your household. We will only contact your referees if we offer you the position and will seek your permission first.

Name	Name
Position	Position
Address & Postcode	Address and Postcode
Telephone Number	Telephone Number

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

	Yes	No
Are you eligible to work in the UK?		

All employees will be required to provide proof of their entitlement to work in the UK before commencing work for us.

REHABILITATION OF OFFENDERS ACT 1974

This section must be read and completed in all cases.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of s.4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act and, in the event of employment, and failure to disclose such convictions could result in dismissal or disciplinary action by the employer. Any information given will be completely confidential and will be considered only in relation to this application.

	Yes	No
Have you ever been convicted of a criminal offence by a court of law or received a Caution (with the exception of <u>minor</u> motoring offences or offences committed as a juvenile under age of 16)		
If yes, give full details (Offence, Date of conviction, Penalty, etc.)		

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INTERVIEW ARRANGEMENTS

We are an Equal Opportunities Employer. If selected for interview and you consider that you have a disability, please indicate any special arrangements that you may require to enable you to take part in an interview.

DECLARATION

I formally apply for the above post and declare that the information contained herein is true and correct and can be fully relied upon. I agree to a Disclosure and Barring Service check being made and am aware that co-operation with and satisfactory disclosures resulting from such checks and various other enquires will be an ongoing requirement if any employment is offered.

<i>Signed</i>	<i>Print Name</i>	<i>Date</i>