



Job Title: **Community Wellbeing & Life Skills Coordinator**

Base: Head office Warrington, activity venues in Warrington and homeworking

Reporting to: Chief Executive Officer

Overall purpose of the role:

To coordinate a full programme of activities for adults aged 18+ with autism, learning disabilities and other complex needs to empower the members, develop confidence, improve wellbeing and support their independence.

The 3 strands to the role include:

- Confidence building through the creative arts- through the weekly programme and also the showcases and performances.
- Teaching life skills for independence – cookery sessions, workshops and other training.
- Creating disability champions to break down barriers and perceptions of disability – we aim to take our members to meet with local councillors and to meet companies to break down barriers and perceptions of disability.

Main duties and responsibilities:

- Liaise with members and the activity team to ensure the smooth running of a well organised activity programme.
- Recruit new members and manage member database
- Organise Creating Adventures led activity programme and events
- Maintain and develop the annual activity programme
- Be creative and think out of the box to engage our members, have their voice heard and raise the profile of Creating Adventures.
- Liaise with Activity Team to showcase our members achievements
- Provide adequate member support to enable full participation
- Develop sustainable relationships with key external partners to support the growth of the charity
- Use technology, software and social media to make the role as efficient and powerful as possible

Key words surrounding this role are: Care, nurture, support, family, empower, provide opportunities, develop confidence, creativity, self-worth, support independence, organized, compassion, guide, advocate, overcome anxieties and mental health challenges, assess needs, acceptance and encouragement.

Conditions of Service:

Salary: £26,500 per annum (gross)

Hours of work: 37 hours per week Monday to Friday with some weekend work and some evenings where required

Pension with Nest

Annual leave: 20 days plus 8 statutory bank/public holidays

This post requires an enhanced DBS check and satisfactory references to be obtained prior to commencement of employment.

For an application pack and further information, please contact

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