**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No: *to be completed by HR*** | **1057WAR** | | | | | | | | | |
| **Initial Wording on Indeed & Website** | **Become part of a brand new era for EMA as our new day opportunities location opens in September. We’re looking for an experienced individual to help management keep the day to day running smoothly!**   This an exciting time of growth at EMA as we launch our unique community-based partnership with **Not Just Sundaes** in Wareham**.** We’re looking for a compassionate and organised **Day Opportunities Coordinator** to lead our inclusive daytime service for young adults with learning disabilities. You'll oversee daily operations, lead engaging activity programmes, and guide a small team of support staff - helping individuals grow in confidence, independence, and wellbeing. If you're proactive, creative, and passionate about person-centred support, we want to hear from you!  ***Please read the full job advert, job description and person spec. Apply now and make a meaningful impact every single day.*** | | | | | | | | | |
| **Job Role:** | **Day Opportunities Coordinator** | | | | | | | | | |
| **Department:** | **Adult Social Care** | | | | | | | | | |
| **Location:** | **Wareham** | | | | | | | | | |
| **Reports to:** | **Craig Hutton – Head of Adult Social Care** | | | | | | | | | |
| **Remuneration & Rewards Package.** | * £24,078.60 per annum (£27,518.40 FTE 40hr/wk) * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff | | | | | | | | | |
| **Working Days/Hours:** | **35 hours pw**  **M-F**  **0900-1600** | | | | | | | | | |
| **Type of Contract:** | Full Time | | x | | Part Time | |  | | Zero Hours |  |
| Salaried | | x | | Hourly Paid | |  | | TTO-Term Time Only |  |
| **Notice Period:** *after probation period* | **3 Months** | | | | | | | | | |
| **Equipment Required** | Mobile Phone | | | Laptop | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** | **x** | | | **x** | |  | |  | | |
| **Main purpose of job role:** | | **It's an exciting time to join EMA Social Care as we embark on a new and inspiring partnership with Not Just Sundaes!**  This innovative collaboration marks the beginning of a unique community-based venture, blending inclusive support with meaningful opportunities for young adults with learning disabilities. Be part of a forward-thinking team committed to creativity, empowerment, and making a real difference every day.  The Day Opportunities Coordinator is responsible for overseeing the daily operations of a day opportunities service, ensuring the delivery of high-quality care and support to individuals with diverse needs. This role involves planning and coordinating activities, and ensuring a safe, inclusive, and engaging environment that promotes independence, socialisation, and well-being. The coordinator serves as a key liaison between management, clients, families, caregivers, and external agencies, ensuring services align with individual goals and organisational standards. Additionally, the role includes administrative duties such as scheduling and continuous programme improvement to enhance the overall experience and effectiveness of the service. | | | | | | | | |
| **Key tasks:** | | Effectively oversee the daily operations of the day opportunities service at **Wareham**, ensuring the delivery of a high-quality, person-centred experience for individuals, including the day to day overseeing of Support Workers. Plan and organise engaging activities, ensuring a stimulating and inclusive environment. Liaise with professionals, families, and external agencies to ensure collaborative support and continuity of care. Acting as a role model and ensuring clarity in duties, responsibilities, and task completion to other staff. Work closely with the Head of Adult Social Care to oversee the service, ensuring smooth operation and continuous improvement. This role includes 8 hours of administrative time across two days, with the remaining hours dedicated to direct, floor-based support. | | | | | | | | |
| **Other duties/responsibilities:** | | ***Quality of Service***   * Ensure the day opportunities service meets high-quality care standards and regulatory requirements. * Monitor and evaluate service delivery to maintain excellence and address areas for improvement. * Implement policies and procedures to ensure the health, safety, well-being, and dignity of clients. * Maintain accurate records and documentation in compliance with organisational and legal guidelines. * Act as deputy safeguarding lead for your location, liaising with Head of Adult Social Care as appropriate. * Lead the staff team on a day to day basis, and be the first point of contact for any HR concerns, which are then to be further managed by your line manager. * Ensure the service operates in line with Health and Safety guidelines and report any concerns as appropriate.   ***Providing a Good Service to Clients***   * Ensure a welcoming, inclusive, and supportive environment for all clients. * Work closely with individuals, families, and caregivers to ensure services align with personal goals and needs. * Provide person-centered support that encourages independence, socialisation, and overall well-being. * Act as the main point of contact for clients, responding to feedback and addressing concerns promptly.   ***Leading the Activity Program***   * Develop, coordinate, and oversee a diverse and engaging activity program that promotes physical, emotional, and social well-being. * Ensure activities are inclusive, accessible, and tailored to the interests and abilities of clients. * Work collaboratively with staff and volunteers to deliver activities effectively. * Continuously assess and adapt the programme to meet the evolving needs of clients.   ***Promoting the Business and Continuous Improvement***   * Actively promote the day opportunities service within the local community and to external stakeholders. * Build strong relationships with families, carers, and partner organisations to enhance service outreach. * Identify opportunities for service development and implement innovative approaches to improve quality and efficiency. * Support the collection and analysis of feedback to drive service enhancements and best practice | | | | | | | | |
| **Safeguarding:** | | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. | | | | | | | | |
| **Equality & Diversity:** | | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. | | | | | | | | |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | | | | | | | | | | |
| **Closing Date:** | | TBC | | | | | | | | |
| **Interview Date(s):** | | TBC | | | | | | | | |