**Activity Co-ordinator**

**ACE PROJECT CIC** – Birmingham

**Location**: Bromford & Ward End Day Centres

**Hours:** Part-time (2 day per week)

£7.50 - £8.00 an hour (DOE)

Full enhanced DBS paid and Training & Development

**Who we are**

ACE Project CIC currently provides 50+ Day Activity Groups with an African Caribbean twist and themes in the East of Birmingham. Beneficiaries are empowered to live purposeful lives and to take ownership (where safe) to make contributions to their own well-being and in their community. The group promotes Healthy Lifestyles through activities such as; Art & Craft, Discussions, Reminiscence, Music, Light Exercise, Tai Chi, Darts, Dominoes, Past time Games, Outings of Interest and the provision of a Hot Meal. Beneficiaries and their connected family members benefit greatly from the service, which they can enjoy, by socialising in the company of each other.

**About the role**

You will be responsible for organising and creating a varied activities programme, from organised hobbies to group events, all of which will promote independence, choice and dignity for our service users

You will get to know our beneficiaries and their interests, so you can deliver events that truly enrich their lives and ensure they feel connected with their community. You will also be responsible for actively promoting activities in the community and encourage family and friends to become involved.

You will be delivering group sessions and one to one activities; preparing weekly and monthly activities programmes and other special functions and events such as Birthdays, Older People’s Day, Black History, Summer Fairs and Christmas programmes and lots more.

**Choose a career in care.**

ACE Project CIC is committed to an environment which will attract, retain and motivate it’s people. We aim to ensure that every applicant is assessed for employment, promotion and development solely based on personal merit and qualifications, regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

If you are interested in this fantastic position and would like further details regarding the position, please contact Charley on: 0121-318 -7049 or 07595333469 or

To apply for this position please visit our website for an application form www.aceprojectcic.org.uk

**Closing Date**: **Friday 2nd February 2018**