

JOB DESCRIPTION

**Lifestyles Assistant**

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| **JOB SUMMARY** |

The Lifestyle Assistant supports the planning, organisation, and delivery of meaningful, enjoyable, and stimulating activities for residents, in line with relationship-centred care principles. Working closely with the Lifestyle Lead, they help create a positive environment that promotes well-being, independence, and active engagement for all residents.

The role involves actively participating in activities, supporting residents on a one-to-one basis where needed, assisting with outings and events, and helping to develop strong connections within the local community to enrich the life of the home.

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| **JOB SPECIFIC RESPONSIBILITIES** |

* Assist in delivering a varied and engaging activities programme tailored to residents’ interests, preferences, and abilities
* Help set up and prepare activity areas, ensuring resources and equipment are ready and in good condition.
* Lead or co-lead activities, offering encouragement and support to participants.
* Engage residents in conversation and meaningful occupation, respecting dignity and communication differences.
* Provide one-to-one support for residents who need additional assistance during activities.
* Assist in celebrating residents’ birthdays and special occasions in line with their wishes.
* Keep records of participation and support the collection of resident feedback.
* Support regular reviews of the activities’ programme, suggesting improvements where needed.

**Community Engagement & Promotion**

* Support in promoting activities and events within the home to residents, families, and visitors.
* Assist with building strong external links in the local community, including partnerships with volunteers and organisations.
* Help with charity and fundraising events
* Support the preparation and content gathering for the home’s newsletter.

**Health & Safety**

* Always follow all health & safety protocols and safe working practices.
* Assist with completing risk assessment documentation for internal and external activities.
* Report any incidents, concerns, or changes in a resident’s behavior, health, or well-being promptly to the Lifestyle Lead or relevant team member.

**Teamwork & Professionalism**

* Work collaboratively with colleagues, volunteers, and external partners to deliver high-quality activities.
* Support Lifestyle Lead in maintaining adequate equipment and resources on each community in the home.
* Participate in team meetings, webinars, and training sessions.
* Provide cover for the Lifestyle Lead when required.
* Uphold the Athena Charter and promote a positive, professional image of the home always.

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| **PERSON SPECIFICATION** |

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|  | Essential Criteria |
| Qualifications/Education | * NVQ Level 2 (or above) in Health & Social Care or equivalent (desirable) * Knowledge of Health & Safety and risk assessment processes (desirable) |
| Experience | * Experience working with older people living with dementia (desirable) * Experience in delivering activity programmes for older adults (desirable) |
| **Skills/**  **Knowledge** | * Strong organisational, communication, and interpersonal skills * Competence in Microsoft Office and digital communication tools. * Ability to follow guidance and work collaboratively with colleagues. |
| Personal Qualities | * Confidence in building relationships with residents, families, and the wider community. * Flexible approach, able to work evenings and weekends where needed. * Believe in and work within the Athena Charter * Reliable, punctual, approachable, and friendly. |

**This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.**