

JOB DESCRIPTION

**Lifestyles Lead**

|  |
| --- |
| **JOB SUMMARY** |

The Lifestyle Lead is responsible for creating and delivering a varied and engaging programme of activities that enhances residents’ physical, emotional, intellectual, cultural, spiritual, and social well-being. They will work to ensure all residents have opportunities for meaningful, stimulating, and enjoyable experiences, tailored to their individual preferences and needs.

In this role, the Lifestyle Lead will lead, inspire, and coordinate the lifestyles team, collaborate with care staff and the wider team, and develop strong community links to enrich the life of the home. They will manage resources, ensure compliance with policies and health & safety requirements, and regularly review the effectiveness of the activities provision.

|  |
| --- |
| **JOB SPECIFIC RESPONSIBILITIES** |

**Activity Planning & Delivery**

* Plan, organise, promote, and deliver a diverse range of activities, outings, and events that are inclusive, stimulating, and meaningful for all residents.
* Ensure activities reflect residents’ individual needs, preferences, and abilities, and are based on relationship-centred care principles.
* Create and update a monthly activity calendar, ensuring residents and families are kept informed.
* Hold regular meetings with residents to involve them in shaping the activities programme.
* Encourage, support, and motivate residents to participate in activities.
* Coordinate exercise sessions and source a variety of instructors, entertainers, and tutors.
* Celebrate residents’ birthdays and special occasions in line with their wishes.
* Keep accurate records of attendance, feedback, and risk assessments for all activities.

**Community Engagement**

* Build and maintain positive relationships with local organisations, volunteers, and businesses to support and enhance the activities provision.
* Promote activities and events through the home newsletter, social media, and local media where appropriate. Ensuring GDPR compliance.
* Support charity and fundraising initiatives within the home.

**Leadership & Team Management**

* Support the recruitment, induction and training of the Lifestyle team and volunteers.
* Manage staff rotas to ensure adequate cover for planned activities (7 days a week)
* Provide regular supervision, appraisal, and ongoing support to team members.
* Lead by example, promoting the Athena Charter and the principles of relationship-centred care.

**Administration & Compliance**

* Manage the activities budget in liaison with the General Manager.
* Ensure all activities comply with regulatory requirements, company policies, and health & safety guidelines.
* Complete and maintain all required documentation accurately and on time.
* Action any requirements from internal or external audits promptly.

|  |
| --- |
| **PERSON SPECIFICATION** |

|  |  |
| --- | --- |
|  | 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 coordinating or 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 lead a team 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
 |

**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.**