

ROMFORD BAPTIST CHURCH HOUSING ASSOCIATION LIMITED

JOB DESCRIPTION

Name:		Review date:	September 2026
Job Title:	Activities & Spiritual Wellbeing Leader	Line Manager	Registered Manager / Deputy Manager
Location:	Parkside, 65 Main Road, Romford	Date:	11 September 2026

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties. However, it is not exhaustive and may be reviewed as required.

Key Purpose of the Job

To deliver a wide range of **person-centred activities** that promote high levels of resident satisfaction and wellbeing.

To ensure that a **strong Christian ethos is fundamental to all activities delivered**, embedding Christian values, beliefs, and practices into daily engagement with residents.

To design and provide activities that reflect residents' **individual, cultural, and spiritual needs**, in line with equality and diversity policies.

To develop structured activity programmes that **educate, entertain, and stimulate** residents across the **five key dimensions of wellbeing: social, physical, cognitive, emotional, and spiritual, with particular emphasis on spiritual care rooted in the Christian faith**.

To support residents' overall wellbeing by combining **activity provision with hands-on care support where required**.

To work collaboratively with staff to ensure residents achieve the best possible outcomes in line with national care standards.

To deliver a wide range of **person-centred activities** that promote high levels of resident satisfaction and wellbeing.

Generic Job Responsibilities:

To actively promote and maintain a **loving, respectful, and inclusive Christian environment** throughout the home.

To ensure that **Christian values and ethos underpin all aspects of care and activities delivery**.

To uphold the home's philosophy and values as outlined in the Statement of Purpose.

To ensure high standards of care in accordance with legislation and organisational policies.

To respect and promote **dignity, individuality, and independence** at all times.

Specific Job Responsibilities:

The role will work every alternate weekend (i.e. 1 weekend in 2).

To plan, organise, and deliver engaging activities that are **rooted in and reflective of the Christian ethos of the home**.

To provide activities that cover the **five dimensions of wellbeing: Social, Physical, Cognitive, Emotional, Spiritual**

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To actively support and deliver **Christian-based activities**, including services, prayer meetings, Bible readings, singing, and reflections, both within Parkside and in partnership with the church community.

To work closely with colleagues, residents, and external partners (including Ministers) to ensure **faith-based engagement is meaningful and accessible to all residents**.

To maintain and utilise a structured **activity programme database**, ensuring that spiritual and faith-based activities are consistently included.

Driving Requirement Clarification:

- To organise outings and visits, including **driving the home's minibus (where appropriately licensed)**, supporting residents to attend community and church-based events where possible.
- A standard full UK driving licence is sufficient for this role; no specialist minibus licence is required.

To be responsible for members of the Care team and residents on activities that are undertaken outside of the care home.

To promote residents' **mental, physical, and spiritual wellbeing** through meaningful interaction and encouragement.

To support residents in maintaining independence, including facilitating **one-to-one and group activities** in line with care plans.

To update care management systems with accurate records of activities delivered and resident participation.

To encourage the use of **technology**, including tablets and communication tools, to help residents stay connected with family, church, and the wider community.

To liaise with external organisations and volunteers to enhance the activities programme, particularly those aligned with the **Christian faith and community engagement**.

To produce and maintain **activity information and publicity materials** for residents and staff.

To ensure **risk assessments** are completed and updated for all activities and outings.

To contribute to **care plan updates**, including residents' personal histories, preferences, and spiritual needs.

To support resident involvement in decision-making, including: Gardening and outdoor spaces, Food choices with kitchen staff, housekeeping standards, Decoration and environment within the home

To build positive relationships with residents and their families to better understand individual preferences, including **faith and spiritual needs**.

To complete **resident satisfaction surveys** and facilitate regular resident meetings.

To manage the home's Activities budget effectively.

To line manage the Activities Assistant and to liaise with volunteers and other professionals who deliver activities to ensure that activities are delivered well and meet the home's Christian ethos and

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Values. To complete supervision and appraisals for the member(s) of staff.

To attend staff meetings and training sessions as required.

To undertake any other duties as reasonably required.

Key Working Relationships:

Internal: Registered Manager, Care Leaders, Carers, Deputy Manager, Housekeepers

External: RBC Ministers, Volunteers, Community Organisations

Resources for which the Job Holder is accountable:

People: Residents, Staff, Volunteers

Budget: N/A

Fixed Assets: Activity equipment, minibus, assistive technology

Person Specification:

Business Impact: Contribute to high levels of **resident satisfaction**
Support Parkside in being recognised as a leading residential home for activities provision

Skills/Experience:

- A committed and practicing Christian (essential)
- Experience in planning or delivering activities (essential)
- Strong understanding of and ability to **actively promote and deliver activities within a Christian ethos (essential)**
- Full UK driving licence (**desirable/beneficial**) for minibus use
- Excellent interpersonal and communication skills
- Strong organisational ability
- Patience, empathy, and a caring approach
- Ability to work independently and as part of a team
- A strong understanding of the issues around dementia (desirable)
- The individual should demonstrate a caring, compassionate, and understanding approach, with a genuine commitment to supporting the fulfilment and wellbeing of others. (essential).

Declaration:

I have read and understood the above job description.

Job Holder's
signature:

Date: / /

Line Manager's
signature:

Date: / /