

# Whitefoord Activity Assistant

## Job description & person specification

### About us

Scottish Veterans' Residences (SVR) was established in 2019 following the merger of SVR and Scottish Veterans' Housing Association. We date back to 1910 and we are Scotland's oldest military charity. We provide supported housing for homeless Veterans and former members of the Merchant Marine who are in need. As well as person-centered housing support, we offer a range of recreational activities and a counselling service.

We are a Registered Social Landlord and are regulated by the Scottish Housing Regulator, the Care Inspectorate, and the Office of the Scottish Charity Regulator. Further details of our work can be found at: [www.svronline.org](http://www.svronline.org).

Supported accommodation is provided at our three Residences:

[Whitefoord House](#)  
[Edinburgh](#)

[Rosendael, Broughty Ferry](#)  
[Dundee](#)

[Bellrock Close](#)  
[Glasgow](#)

**Our Vision:** All Veterans living as independently as they are able, in a place they are proud to call home.

**Our Values:** Dignity and Respect                      Unity of Purpose                      Expert provision of Service

**Our Mission:** To provide quality support and accommodation to as many ex-Service and Merchant Marine personnel as possible, for as long as they need it, in order to assist those that are able to return to independent living.

### Post details

<b>Job Title</b>	Activity Assistant	<b>Line Manager</b>	Deputy Manager
<b>Hours</b>	22.5 h/week	<b>Salary band</b>	£16,852.50
<b>Place of Work</b>	Whitefoord House, Edinburgh		
<b>Direct reports</b>	None		

We offer an excellent remuneration package, plus additional benefits, pension, and 35 days annual holiday (pro rata)

### About you

You are a dynamic and enthusiastic individual who will promote a culture of activity and engagement to improve the well-being of our residents. You will develop a wellbeing activity programme providing a comprehensive and tailored programme of recreational and physical activities by promoting resident engagement in activities

You will support the implementation of our Vision and Mission, applying our Values to deliver the safety, health, comfort, and welfare of residents in line with the Care Inspectorate's Health and Social Care Standards.

You will hold SVQ2 in Sport, Recreation and Allied Occupations or equivalent

In addition, you will be able to demonstrate a track record of organising and delivering supporting and recreational activities for adults. And, you are reliable, consistent, focused, and flexible in both your outlook and approach.

### Main responsibilities

- Develop an engagement programme improving health and wellbeing through activity.
- Co-ordinate increase resident engagement in activities.
- Ensure internal structures are in place in each to promote engagement in activities among residents.
- Engage local non-resident Veterans and Veterans organisations to involve them in relevant activities.
- Identify local provision e.g. agreements with leisure facilities, instructors that can provide meaningful activity.
- Engage older adults and people with mobility issues who lack motivation in activity.
- Empower residents to organise and choose what activities take place.
- Manage the development of activity weeks to maximise positive outcomes.
- Promote greater use of onsite gym facilities.
- Ensure compliance with the standards set by the relevant regulatory and statutory bodies including Care Inspectorate and Scottish Social Services Council.
- Ensure compliance with General Data Protection Regulations.
- Ensure compliance with risk management requirements.

### Staffing responsibilities

- There are no staffing responsibilities associated with this

### Service responsibilities

- Work alongside the Join in Live Well officer to achieve strategic outcomes
- Collate and report project outcomes. Outcomes will include: improvement to mental wellbeing, improvement to physical wellbeing, reduction in harmful behaviour, increased readiness for employment, improved relationships with others, increased ability to maintain a tenancy
- Meet with service managers regularly to provide feedback and report on outcomes
- Ensure compliance with Health and Safety policies and procedures.
- Develop and maintain working relationships with external partners and stakeholders, in particular military and veteran services.
- Contribute to residents' activity planning process, including risk assessments.
- Proven ability to develop positive professional relationships with adults to assist them identify, plan, review and meet their activity goals according to published timetable.

### Other Responsibilities

- Monitor, develop and report on allocated KPIs.
- Provide reports as reasonably requested by the Manager.
- From time to time, carry out any other duty as reasonably requested by the Manager.

### Person Specification

The essential qualifications and characteristics that will be required of the person undertaking the role are:

Item	Essential (E) or Desirable (D)	Application (A) or Interview (I)
SVQ2 in Sport, Recreation and Allied Occupations or equivalent	D	A
A commitment to continuous professional development.	E	A
Proven track record of organising sporting and recreational activities for adults	E	A/I
Demonstrable experience of promotion of activities for adults	E	A/I

Knowledge of barriers to engagement among adults with support needs	E	A/I
Awareness of the benefits of engagement in activities regarding mental and physical health	D	I
Previous Military service or an awareness of the veteran community and issues which may affect veterans	D	
Competent in the use of Microsoft 365 suite.	D	A
Working knowledge of the General Data Protection Regulations.	E	A/I
A commitment to Equality and Diversity	E	A/I
Ability to manage conflicting demands and take decisions efficiently and effectively	E	I
Excellent communication skills on all levels (written and verbal)	E	A/I
Excellent negotiating skills	D	I
Full UK Driving licence	D	A/I
Able and willing to work flexible hours	E	A/I

### Other Relevant Information

This is a two year fixed term post.		
Regular travel will be required		
Occasional travel and overnight stays will be required depending on activities		
The role will require membership of the Protection of Vulnerable Groups (PVG) Scheme.		

End.