

Job description

Sessional Group Support Assistant West Lothian OPAL (Older People, Active Lives) Services.

For almost 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives by beginning with their story, helping them believe that they can change their lives, and walking with them as they lead their own transformation.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality by our Mission to support people excluded from family, home, work or community on their life journey.

Cyrenians has around 130 employees and twice as many regular volunteers spread across three main service groups: Early Intervention, Progression and Social Enterprise.

Cyrenians currently delivers services across seven local authority areas: Edinburgh, West Lothian, East Lothian, Midlothian, Falkirk, Stirling and Borders. The head office is based in Edinburgh, with smaller offices and sites in most other areas. Our Scottish Centre for Conflict Resolution operates Scotland-wide.

Cyrenians' strong reputation with staff, volunteers, clients, customers, funders, commissioners and supporters, and continuous growth for the past two decades is based on its solid foundations in excellent governance, robust financial planning and management, and inspiring leadership.

1 General

Cyrenians OPAL Services provide support to people aged 60+ who are living in the West Lothian area who are suffering from or at risk of loneliness and isolation. This is done in a number of ways:

- Group activities – a variety of local groups for older people providing a relaxed way of getting to know people locally, making new friends and sharing hobbies and interests.
- One to one support – working individually with older people to help rebuild confidence, to connect them with the local community and meet new people and to encourage them to get out and about.
- Telephone support – a friendly weekly call to share experiences or just enjoy a chat.

The sessional Group Support Assistant will assist the Groups Coordinator with the delivery and design of the OPAL Groups Service.

The post holder will be responsible for encouraging and enabling clients to interact in a variety of activities, ensuring they have an enjoyable and stimulating experience. They will do this by assisting with:

- Delivering activities to their allocated groups
- Supporting and managing intake and retention of participants.
- Assisting with gathering any requested monitoring and evaluation data.
- Supporting and managing programme logistics for their allocated groups, including health and safety and cash management.

Cyrenians requires all staff to be flexible in their approach and willing to help meet the needs of the charity and clients in whatever circumstances arise. We expect all staff to display care, respect and a non-judgmental approach to clients, being prepared to work tenaciously and imaginatively towards successful outcomes.

2 Tasks and Responsibilities

Groups

- To support and work with the Groups Coordinator to deliver a programme of interactive group activities to clients within your group areas of responsibility.
- To support and work with the Groups Coordinator to ensure we provide a warm, safe, friendly environment for older people attending groups in West Lothian at all times.
- To establish and maintain effective communication with clients and provide regular feedback to Groups Coordinator.

Group work delivery

- Lead on the delivery of your allocated group within the group work delivery programme.
- Plan and arrange space and required resources for group your work delivery.
- Setup and clear away within your group delivery areas.
- To act at all times in accordance with the processes, policies and procedures of Cyrenians.

Supporting the retention of participants

- Where appropriate, refer participants to additional support either within or out with Cyrenians.
- To liaise on a regular basis with the staff team members within the OPAL Service, feeding back any relevant issues or information.

Monitoring and Evaluation

- To assist the Groups Coordinator with gathering data required for the monitoring, evaluation, reviewing and implementation of the group activity work.
- To ensure client records for your allocated groups are kept up to date and accurate records are maintained.

Additional tasks

- To participate in 6 weekly support and supervision with the Service Manager.

- To participate in fortnightly update meetings with the Groups Coordinator.
- To attend, when appropriate, external operational meetings/events as deemed relevant by Service Manager.
- To attend, when appropriate, Cyrenians staff forums
- Any other reasonable tasks as directed by the Groups Coordinator or Service Manager.

3 Person Specification

Knowledge and Experience	
Experience of working with older people and an understanding of older people's services in the local area.	Desirable
Previous experience of delivering a range of stimulating activities and implementing new activities.	Essential
A solid understanding of the theory behind group work and ability to translate evidenced based practice	Desirable
Commitment to quality assurance and high standards in service delivery.	Essential
Ability to implement operational policy	Essential
Competent in the use of Word, Excel and Outlook and to be able routinely to update spreadsheets and databases	Essential
Experience of partnership working and an ability to relate professionally to stakeholders	Desirable
Full drivers licence and access to own vehicle	Essential
Values and attributes	
Ability to work as part of a team	Essential
A commitment to continuous improvement	Essential
Excellent organisational skills	Essential
Excellent written and verbal communication skills	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Conscientious, practical, committed and hard working	Essential
Flexibility, tenacity and willingness to go the extra mile	Essential
Positive thinker and creative problem solver	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenian Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	OPAL Service Manager
<u>Liaison with:</u>	OPAL Groups Coordinator and OPAL Service Team, volunteers & other third sector organisations.
<u>Office Base:</u>	19b South Bridge Street, Bathgate, with the requirement to be able to deliver allocated groups within the West Lothian Area.

<u>Driving Licence</u>	Due to the nature of delivering groups West Lothian-wide, a driver with use of their own vehicle is an essential requirement for this role. Mileage expenses will be reimbursed at 45p per mile.
<u>Working Hours:</u>	This is being recruited on a casual worker basis, initially to cover 9 to 15 hours per week over two days (Tuesdays and Wednesdays).
<u>Salary:</u>	£10.82 per hour - paid according to hours worked.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 1% employee and 1% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6% PVG Scheme membership required
<u>Disclosure:</u>	

5 Application deadline and Interview dates

<u>Closing date:</u>	Monday 24 th July 12 noon.
<u>Interview date:</u>	3 rd August 2017
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.