

## Role description

### **Sessional Worker - Groups Support Assistant OPAL (Older People, Active Lives) - West Lothian**

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with those experiencing the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That is why all our work is values-led and relationships-based.

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 through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## **1 General**

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Cyrenians OPAL (Older People, Active Lives) aims to maintain or increase older people's independence and wellbeing across the West Lothian area. The service is delivered by a team of dedicated, trained volunteers who offer encouragement, companionship and support to help engage in social, leisure and community activities. Our work is informed by the *Reshaping Care Strategy (2011-21)* and funded by West Lothian Health and Social Care Partnership.

The OPAL service provision includes:

**One-to-one support** – home visits, digital support, walks, phone buddies

**Community capacity building** – supporting local development

**Group activities** – social, activity and learning groups

**Volunteer Drivers** – support to access OPAL groups

**Shopping Service** – support to go shopping

The OPAL staff team is made up of: Service Manager, Community Capacity Builder, three Senior Service Coordinators, Systems & Comms Officer, Service Support Assistant, two Group Support Assistants and the Team Administrator.

The Groups Support Assistant will be responsible for the delivery of all assigned groups, encouraging and enabling clients to interact in a variety of activities. This post is overseen and supported by the Senior Service Coordinator.

This sessional role is to provide additional capacity and cover staff absence.

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## **2 Main Aims**

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The key outcomes expected from this role are:

- Service users are encouraged to participate to support stimulation and enjoyment through group activities
- Integrate and support new attendees to feel welcome and manage the retention of ongoing participants
- Support Cyrenians measuring and valuing process
- Support and manage programme logistics for allocated groups, including health and safety, registration, GDPR and cash

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.

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## **3 Tasks and Responsibilities**

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### **Groups**

- Assist the Senior Service Coordinator (SSC) to deliver a programme of interactive activities at all assigned groups
- Support the SSC to ensure a warm, safe and friendly environment for all attendees
- Establish and maintain effective communication with clients and provide regular feedback to SSC

### **Group work delivery**

- Lead on the delivery, according to the groups activity programme
- Plan and arrange space with allocated resources
- Manage set-up and break-down of venue
- Follow Cyrenians OPAL processes, policies and procedures

### **Supporting the retention of participants**

- Where appropriate, refer participants to other groups or the service coordinator for additional information and support
- Liaise with the staff team, raising any concerns or relevant information to the SSC

### **Monitoring and Evaluation**

- Assist the SSC with gathering data required for the monitoring, evaluation, reviewing and implementation of the group activity work

- Ensure group attendee records are kept up to date with any change to circumstances

### **Additional tasks**

- Participate in regular catch-up meetings with the SSC
- To attend, when appropriate, external operational meetings/events as deemed relevant by SSC/Service Manager
- Any other reasonable tasks as directed by the SSC or Service Manager

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## **4 Person Specification**

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<b>Knowledge and Experience</b>	
Experience of working with older people and an understanding of services in the local area	Essential
Previous experience of delivering a range of stimulating activities and implementing new activities	Essential
Experience of Dementia and/or the voluntary sector	Desirable
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	Desirable
Experience of partnership working and an ability to relate professionally to stakeholders	Desirable
<b>Values and attributes</b>	
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

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## **5 Terms & Conditions**

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<u>Reporting Manager:</u>	Service Coordinator
<u>Workplace:</u>	27 George Street, Bathgate, EH48 1PG
<u>Working Hours:</u>	Sessional/casual work. Hours offered will generally be 6 hours/week over two days - variable Mondays-Thursdays between 09:30am-4:30pm.
<u>Salary:</u>	£11.72 per hour. This is an hourly rate of £10.15, plus an additional payment of £1.48 per hour to reflect any entitlement to annual leave.
<u>Disclosure:</u>	PVG Scheme membership required

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## **6 Closing Date and Interviews**

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Closing date: 12 noon on Monday 24<sup>th</sup> January 2022  
Interview date: Monday 31<sup>st</sup> January & Tuesday 1<sup>st</sup> February

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