

Role description

Casual Worker - Groups Support Assistant OPAL (Older People, Active Lives) - West Lothian

For over 50 years, Cyrenians has tackled 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's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives.

Our way of working is built on our four core values, which are at the heart of all our work and decisions:

Compassion | Respect | Integrity | Innovation

[Read more about us and our values](#)

[Read about our strategic aims](#)

About the service

The OPAL service works with people of age 60+ across communities in West Lothian. The service aims to optimise older people's independence and well-being, while at the same time reducing isolation and ensuring they're connected to their community.

The service is delivered by a team of dedicated, trained volunteers who offer encouragement, companionship and support to help people engage in social, leisure and community activities.

We are funded through a collaboration with West Lothian Council, West Lothian Health and Social Care Partnership, and NHS Lothian.

About the role

The Groups Support Assistant supports the Senior Service Coordinator with the facilitation, management and delivery of OPAL community groups.

The postholder will be a confident group worker with strong interpersonal skills and experience of supporting others to achieve a goal. A flexible, values-led approach is vital.

Objectives

- Deliver group activity, encouraging service user and volunteer participation as much as possible

- Identify and support community volunteers to lead groups, promoting a sustainable, community led approach
- Facilitate excellent relationships between volunteers and service users
- Learn about other services available to maximise social opportunities for attendees and signpost accordingly
- Gather evidence to contribute to the ongoing reporting and promotion of the service
- Report any accidents, incidents or concerns immediately to the Senior Service Coordinator or Service Manager
- Support and manage programme logistics for allocated groups, including registration, consent forms, work records, data protection compliance and cash flow

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.

Other Duties

- Build trusted relationships through a values-led approach with staff, volunteers, service users, visitors and stakeholders
- Adhere to all Cyrenians policies and procedures and promote good practice particularly around confidentiality, health & safety, sustainability, inclusion and diversity
- Attend any relevant training as directed by line manager

Person Specification

Knowledge and Experience	
Strong understanding of older people and their needs	Essential
Experience of delivering a range of group activities	Essential
An understanding of dementia, long term health conditions, poor mental health, areas of deprivation	Desirable
An understanding of the voluntary sector	Desirable
Knowledge of the theory behind group work and the ability to translate evidenced based practice	Desirable
Knowledge of the West Lothian geographical area	Desirable
Commitment to quality assurance and high standards in service delivery	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
Values and attributes	
Ability to work autonomously to plan workload, meet deadlines and also work as part of a team	Essential
A commitment to continuous improvement	Essential
Excellent communication skills, organised, flexible and a "can do" attitude	Essential
Able to demonstrate Cyrenians values of respect, integrity compassion and innovation	Essential
UK driving licence	Essential

Terms and Conditions

Line Manager	Senior Service Coordinator
Hours	Casual work. Any hours offered will generally be 6-7 hours per week over two days – variable.
Salary	£13.36 per hour (made up of £11.56 per hour plus £1.80 to reflect any annual leave entitlement)
Workplace	Community based groups at various locations. OPAL office is located at 27 George Street, Bathgate, EH48 1PG
PVG	PVG membership will be required
Eligibility to work	Candidates should be able to evidence their eligibility to work in the UK
Closing date	12 noon on Monday 25 th September
Interview date	Tuesday 3 rd and Wednesday 4 th October

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

Further information can be found at www.cyrenians.scot