

## Veterans Project Officer

### Role Description

Division:	Community Services
Department:	Veterans
Location:	Blend of office (Edinburgh-based) and home working
Geographical focus:	Scotland-wide
Contractual status:	Fixed term to 31 May 2025 with possible further extension to 30th April 2026, subject to funding
Hours:	14 hours per week (part-time)
Line Manager:	Unforgotten Forces Coordinator
Direct Reports:	None
Salary:	£29,386.61 pa pro rata (£11,754.64 pa actual)

### Job Purpose

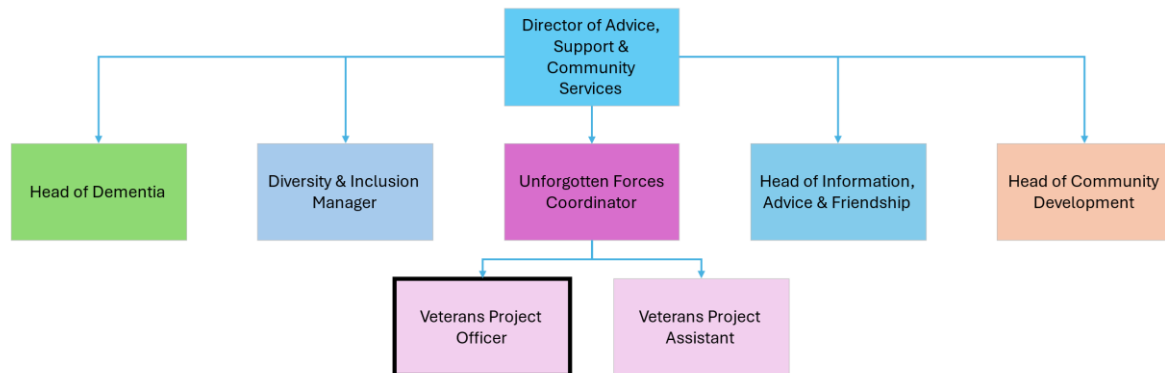
Our people are central to our success in delivering services for older people in Scotland. We pride ourselves on having a positive working environment and culture.

As Veterans Project Officer, you will assist the Veterans Project and Unforgotten Forces team deliver their services across Scotland and facilitate the smooth running of the department. This will include delivering Age Scotland's core veterans training in face-to-face and online formats, as well as keeping these training sessions up-to-date and developing new themes when required.

This role will also involve extending the outreach of the Veterans Project training programme by engaging with new audiences who would benefit from participating. This will include being responsible for the external communications output of the Unforgotten Forces and Age Scotland Veterans projects.

Living our values, you will approach the role with integrity, while involving, inspiring and empowering our teams, so that together we can create better outcomes for older people in Scotland.

## Veterans Project Officer Organisational Chart



### What you'll do

#### Unforgotten Forces

- Edit and publish an Unforgotten Forces magazine three times annually.
- Maintain the Unforgotten Forces website
- Deliver Unforgotten Forces Induction Training
- Prepare monthly veterans' services email newsletter

#### Age Scotland

- Deliver Older Veterans Awareness Training.
- Work with the Veterans Project Assistant in ensuring training participants have relevant pre- and post-training information and resources.
- Promote veterans training to new audiences and potential participants across Scotland through a diversity of channels, including social media.
- Capture evidence and feedback from training sessions to influence project development and for project evaluation.
- Be aware of and comply with all legislation and procedures e.g. data protection, vulnerable adult, health and safety and equal opportunities.

### What you'll bring

#### Knowledge & Experience:

##### Essential

- 2-3 years' recent experience of delivering training / awareness raising for a range of audiences.
- Knowledge of issues, services, and opportunities for older veterans and those who care for them.
- Previous experience in producing external communications through a range of media types, including social media.

## Veterans Project Officer

### Desirable

- Experience of working with veterans or older people
- Experience of design and delivery of training in an online format.
- Experience with Charity Log (or other relevant database system).
- Understanding of the voluntary, community, statutory and private service provision for older people.

### **Skills & Qualities:**

- Excellent communication skills - verbal and written including facilitation and presentation skills.
- IT skills, including Microsoft Office, database data entry and running reports.
- Ability to develop and deliver awareness raising sessions and training suitable for a range of audiences.
- Ability to accept and manage constructive feedback.
- Ability to carry out training monitoring and evaluation.

### **Additional requirements**

- An understanding of and commitment to equal opportunities – you need to relate positively to people of different cultures, backgrounds and experiences and believe in the equal value of people regardless of race, religion, culture, gender, age, disability or sexuality.
- The post holder will be expected to undertake any training and learning required to enhance their knowledge and expertise related to older veterans and training delivery.
- Where permitted under public health precautions, the role requires travel in Scotland, involving possible overnight stays.
- Willingness to work from the Edinburgh office when required. (NB, travel costs from home to the office will not be reimbursed by Age Scotland.)
- Commitment to work alongside and support volunteers.
- Commitment to the aims and vision of Age Scotland and the ability to demonstrate our values (Empowering, Inspiring, Inclusive & Integrity) in your work.
- Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager.
- Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain an app on either their personal or work mobile device.