|  |  |  |
| --- | --- | --- |
|  | **Icon  Description automatically generated**  **Job Description** |  |

|  |  |
| --- | --- |
| **Role Title:** | Activity Worker/Driver |
| **Department:** | Sight Scotland Veterans |
| **Reports to:** | Jacqui Salter |
| **Pay Grade:** | 10-14 |
| **Type of Contract:** | Full time - Permanent |
| **Normal place of work:** | Linburn Centre |
| **Line Manager?** | No |
| **Budget Holder?** | No |
| **Criminal Record Check/PVG required?** | Yes |
| **Driving license for UK driving required?** | Yes |
|  |  |

# Who we are

Our Activity Centre’s provide innovative and person-centred services and support to veterans struggling with sight loss. The services aim to reduce isolation and anxiety while improving independence and confidence to live well with a visual impairment now and in the future. The services offer veterans and their families and carers access to information, support, meaningful activity and social engagement in a welcoming environment.

You will provide tailored support to veterans and their families at all stages of their sight loss journey. You will work alongside the veterans to ensure that the support provided is person-centred, tailored to their needs and is the right support for them. You will support the leadership team to coordinate and manage the activities provided within and from the Activity Centre which will support the overall wellbeing of the veterans and their families. You will work closely with colleagues across the organisation and external stakeholders to ensure that veterans can access the relevant support.

All roles within Sight Scotland and Sight Scotland Veterans are expected to work to our values and Our Ways of Working framework:

What this job is about

This job is important to us, as it aligns with the Charity’s aim to create and support accessible opportunities for veterans with sight loss, who access our activity hubs. The service continues to grow as we extend our reach to even more veterans.

This role will help support veterans with sight loss to engage in and benefit from the activities, comradeship and peer support within the Activity Hub environment and also community settings. It will be key in facilitating current activities whilst identifying new activities and opportunities that veterans with sight loss can engage with.

The role requires an outgoing and organised personality who is able to motivate and encourage veterans to try new things, ensure accessibility and support participation in these. They will also work closely with the Centre Officers team to ensure that support is person-centred and allows veterans to achieve positive outcomes when accessing the service.

The driving aspect of the role requires you to be responsible for safely transporting veterans with sight loss, to and from the activity hub. As the welcoming face of Sight Scotland Veterans, you will often be the first contact the veterans have each day, and as such are an important representative for the organisation. You will be required to carry out and record daily vehicle and report any issues and this to the leadership team.

The job also involves recognising and supporting the organisation of other events/activities that may encourage social and peer support opportunities. This role also requires driving or escorting duties when required, therefore a driving licence is essential.

The role will work closely with our Activity Hub in the West of Scotland and with our Support Hub team to build upon veterans access to activities across the country.

**What we want you to be responsible and accountable for**

* To facilitate a range of activities, whether hub or community based, and assist in the development of a creative and responsive activities programme which promotes independence and wellbeing.
* Be involved in the day-to-day delivery of the service ensuring the highest standard of service is delivered in a person-centred manner.
* To deliver a service where individuals can maximise their existing skills and abilities and develop new ones, by enjoying and benefiting from attending the Activity Centre.
* To encourage maximum independence whilst providing a supportive environment
* To be responsible for safely transporting veterans in the minibus or car to and from the Activity Centre or other locations, as required.
* To undertake any driving duties necessary to the functioning of the organisation as agreed with the Leadership team.
* To take responsibility for Health & Safety both within the vehicles and the Activity Centre
* Ensure that the minibus or car is driven with due care and attention in accordance with current road traffic legislation, ensuring that all passengers use appropriate seatbelts / restraints during all journeys and that all passengers are assisted in a safe fashion when boarding / exiting the minibus or car.
* Take responsibility for the routine maintenance of the minibus or car, including cleaning the vehicles and ensuring the leadership team are informed as soon as possible of any problems in relation to the vehicles.
* To maintain any necessary paperwork/databases
* To contribute to staff meetings and participate in supervision with the leadership team
* Any other reasonable duties that may be required.
* To maintain and develop positive working relationships with colleagues across Sight Scotland Veterans and our sister charity Sight Scotland.

The current duties of the role require a criminal records check or membership of the PVG scheme through Disclosure Scotland.

**How we would like you to achieve this**

* By working with a positive and motivated outlook .
* By maintaining a determined approach with a desire to create opportunities for others
* Be eligible to drive a minibus (hold a D1 Licence)
* Hold a clean current driving licence
* By keeping complete, confidential, up-to-date records, in line with policies and procedures, monitoring requirements and best practice.
* By working in accordance with Organisational policies and procedures.
* By undertaking training to ensure up to date knowledge and skills.
* By participating in supervision and line management, as agreed according to pieces of work undertaken.
* By ensuring high professional standards that are in line with the strategic vision, ethos, and values of Sight Scotland Veterans.
* By being a positive representative of Sight Scotland Veterans.
* Have the ability to work with and support colleagues.
* Have the ability to build positive professional relationships at all levels
* Have the ability to adapt to change and respond positively to non-routine situations
* Demonstrate good problem-solving skills
* Be flexible and have a patient approach to changing circumstances on a daily basis

**Who you will be working with**

* Veterans
* Families
* Carers
* Colleagues and Volunteers
* Other Sight Scotland Veterans services
* Other Sight Scotland services
* Senior Staff
* Outside Agencies

**The budget you will hold**

* N/A

# The experience and skills you need to have to do this job/

Essential:

* SVQ level 2 Health and Social Care or equivalent.
* You are eligible to drive a minibus (hold a D1 Licence)
* You have a clear understanding of the Highway Code
* Good IT skills with a knowledge of Microsoft office packages.
* Ability to use electronic and paper administrative and record keeping systems.
* Excellent time management skills to plan, prioritise and manage workload.
* Ability to work calmly under pressure.
* Ability to adapt to change and respond positively to non-routine situations.
* Ability to plan and organise activities in a work setting and the local community.
* Ability to work on own initiative
* Willingness and ability to maintain confidentiality
* Active listening skills

**To do this role, it is desirable if you have:**

* Recent experience of working with people in a social care or recreational setting.
* Experience of working with people with visual impairments.
* Awareness of Veterans issues.
* Previous experience of driving as part of your role

**Just so you know…**

* The Charites have a set of Values & Our Ways of Working Framework, we ask you to work within, and these apply to everybody in the organisation irrespective of their role or job. You can find out more here: [Our values](https://sightscotland.org.uk/get-involved/careers/working-us). This means we want you to have:
  + The ability and willingness to understand others’ perspectives and to consider the impact of your actions on them and to adapt your actions as necessary;
  + The ability and willingness to learn and try new things, to be flexible and step outside of your comfort zone;
  + An open and honest way of communicating, ready to ask others for their ideas and to be open to hear and consider different points of view;
  + A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

Diagram

Description automatically generated

**Department structure** (this role outlined in red)