



The Royal British Legion Scotland Veterans Community Support Coordinator Angus, Perthshire & Fife

Primary Purpose. Reporting to the Veterans Community Support Service Department at Head Office, the post will focus on recruiting, training, retaining and co-ordinating volunteers to deliver the Legion Scotland Veterans Community Support Service to veterans and their families, within the Angus, Perthshire & Fife Area. You will also initiate and support locally delivered comradeship events within the Ex-Service community. The aim is to engage with veterans and offer companionship and support, not a care service.

Responsibilities

- Administer referrals from the Head Office Veterans Community Support Department.
- To recruit, assess, retain and co-ordinate all Veterans Community Support Volunteers within your Area.
- Appoint, supervise and support an appropriate volunteer for each referral.
- Collate and access client return forms from volunteers as per service procedures.
- Administer and deliver training for Support Volunteers.
- Liaise with partners to negotiate, plan and deliver community support services that are recognised as being Legion Scotland led.
- Liaise with Area Executive officers of Legion Scotland to ensure community support service requirements are achieved.
- Provide guidance to Area and Branches to develop community support services that increase's Branch membership at local levels.
- Develop relationships within the ex-service community.
- Explore opportunities to delivery local comradeship events with support and input from the Veterans Community Support Manager.
- Liaise with all relevant statutory and voluntary agencies in your Area, through engagement with Local Authorities, Legion Scotland membership, Firm Base groups and other likeminded partners.
- Liaise with the ex-service community to improve relationships with partners and to promote joint working at all levels for veterans and their families.

You will also be required to:

- Complete other tasks as directed by the Veterans Community Support Manager.
- Complete the Veterans Community Support Coordinators course.
- Complete the Armed Forces Mental Health First Aid course.
- Complete Volunteer Management course.
- Complete Safeguarding training.

- Join the Protecting Vulnerable Groups (PVG) membership scheme (Disclosure Scotland).
- Commit to attending quarterly meetings for the Veterans Community Support Service at New Haig House.
- Commit to evening and weekend work where required.
- Have a clean driving license, with own means of transport/ability to travel.

Essential Experience

- Working as part of a team and independently.
- Maintaining relationships with a diverse group of people and organisations.
- Computer literacy, including full range of Microsoft Office suite.
- Ability to prioritise cases and manage your time effectively.
- Good people management.

Desirable Experience

- Experience of working in a membership organisation.
- Knowledge of Military structure.
- Experience of managing and motivating volunteers.