

## **JOB DESCRIPTION**

**Post:** Erskine Veterans Activities Centre (EVAC) Supervisor  
**Reports to:** Erskine Veterans Activities Centre (EVAC) Centre Manager  
**Direct Reports:** None

### **Main Purpose of the job**

To supervise daily operations and support efficient and effective service delivery of the Erskine Veterans Activities Centre (EVAC). Responsible to the Centre Manager ensuring that the services provided are safe, stimulating, meaningful and rewarding. Oversee, motivate and assist a staff team to provide a person-centred service and a culture of pride and enthusiasm in the workplace.

### **DUTIES/RESPONSIBILITIES**

1. Plan, implement and supervise a range of purposeful activities and events engaging participants in the design and delivery of services
2. Assist with activities, ensuring that resources are available, and activities are deployed effectively
3. Develop life skills/opportunities of participants and promote means of increasing and maintaining independence
4. Provide relevant guidance and advice in partnership with specialist organisations
5. Coordinate new referrals visits and induction, contribute to assessment of needs for attending EVAC, continuously review needs and suitability of current members
6. Coordinate and monitor transport provision, safeguarding participants and staff when arranging carriage to and from EVAC
7. Responsibility for EVAC volunteers to support, motivate and guide them in their roles. To and identify gaps and liaise with Erskine Volunteer Manager to recruit and ensuring compliance with Erskine regulation
8. Participate in funding bids by contributing information for applications, monitoring, evaluating and reporting whilst working within set budgets and objectives
9. Actively promote EVAC with external agencies including local authorities, health services, and other relevant 3rd sector and Veteran's organisations
10. Monitor and ensure regulatory and organisational standards are upheld
11. Any other duties as required within the scope of the role, or as required by the Regional Manager

**PERSON SPECIFICATION**

No	Applicant criteria for post	Essential	Desirable
1.	Educated to HND level or equivalent vocational qualifications	√	
2.	First Aid (or working towards)	√	
3.	Full driving licence		√
4.	Excellent organisational skills and the ability to manage a varied workload and take the initiative in problem solving	√	
5.	Experience in similar environment	√	
6.	The ability to promote and develop multi-disciplinary working to achieve a person-centred, holistic approach	√	
7.	Evidence of continuous professional development and a willingness to undertake further training		√
8.	Excellent communication skills	√	
9.	A positive can-do attitude with the ability to create an environment with strong value base	√	
10.	Ability to prioritise and deliver on a number of conflicting priorities	√	