

JOB DESCRIPTION

Post: Erskine Veterans Activities Centre (EVAC) Activities Assistant

Reports to: Erskine Veterans Activities Centre (EVAC) Supervisor

Main Purpose of the job

Ensure the provision of a dynamic programme of activities that will provide stimulating, flexible and responsive services which enhance the lives of centre participants. Offer a diverse range of wellbeing opportunities and promote means of increasing and maintaining independence.

Duties/Responsibilities

1. Plan, prepare and deliver a range of purposeful activities and events engaging participants in the design and delivery of services
2. Establish and build positive relationships with participants, staff and the wider community
3. Creating and providing a welcoming, comfortable atmosphere where participants feel able to participate or not, and where they have opportunities to meet other people and develop friendships
4. Enable participants to take part in community activities by taking part in outings to venues of their choice, and enabling participants to keep up to date with local news and activities.
5. Housekeeping duties where appropriate, e.g. clearing and tidying after activities, events and functions within the allotted venue
6. Report any changes/problems/complaints concerning participants or centre to the Activity Centre Manger
7. Ensure all practices comply with Erskine’s Policies and Procedures
8. Any other duties as required within the scope of the role or as required by the Centre Manager

PERSON SPECIFICATION

No	Applicant criteria for post	Essential	Desirable
1.	A positive can-do attitude with the ability to create an environment which motivates others	√	
2.	Excellent communication and interpersonal skills	√	
3.	Experience in a similar environment and/or role		√
4.	The ability to manage a varied workload and take the initiative in problem solving	√	
5.	Experience dealing with conflicting situations and challenging problems where consideration must be given to dignity and respect		√
6.	First Aid (or working towards)	√	
7.	Drivers Licence		√