

**ROLE DESCRIPTION**

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| Job Title: | Unforgotten Forces Coordinator |
| Division: | Community Services  |
| Team Name: | Veterans |
| Geographical Focus of Role | Scotland-wide |
| Location: | Scotland: Blend of office (Edinburgh-based) and home working |
| Contractual Status of Role:Permanent *or fixed term* | Fixed term to 31st March 2023 |
| Hours: | 21 hours per week Mon - Fri |
| Job Title of Line Manager: | Director of Community Services |
| Job Titles and number of any direct reports  | Veterans Project AssistantVeterans Project Officer |
| Salary | £31,500 pa pro rata |
|  | * To lead and co-ordinate the Unforgotten Forces (UF) consortium, including managing the Scottish Government grant to the consortium.
* Coordinate the work of the Veterans Team.
* To facilitate engagement of relevant Age Scotland departments in the activities of the Unforgotten Forces consortium.
* Be responsible for project monitoring, evaluation and reporting.
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| Main responsibilities | Unforgotten Forces* Establish and maintain good communication and working relationships with all consortium partners to ensure positive awareness of each other's services and to coordinate joint activities.
* Monitor and ensure compliance of funded consortium partners with Scottish Government terms and conditions, including progress reports compilation and submission.
* Support effective outcomes evaluation of consortium activities.
* Facilitate consortium meetings and events.
* Support development of regional UF practitioner networks.
* Identify opportunities for the promotion of consortium activity and referrals.

Age Scotland* Co-ordinate update and dissemination of publications and resources targeting older veterans.
* Line manage the Veterans Project Assistant and other Veterans’ Project Officer.
* Manage and report on the Veterans’ Project budget.
* Maintain technical expertise in veterans’ issues and share this knowledge with colleagues.
* Be aware of and comply with all legislation and procedures e.g. data protection, vulnerable adult, health and safety and equal opportunities.
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**PERSON SPECIFICATION**

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| Knowledge / Skills | **Essential:*** Ability to build and develop positive relationships with colleagues and a wide range of diverse stakeholders.
* Knowledge of issues, services, and opportunities for older veterans and those who care for them.
* Understanding of the voluntary, community, statutory and private service provision for older people.
* Excellent communication skills - verbal and written including facilitation and presentation skills.
* Networking and influencing skills.
* IT skills, including Microsoft Office, database data entry and running reports.
* Ability to work effectively with volunteers.
* Ability to accept and manage constructive feedback.
* Ability to carry out monitoring and evaluation of funded services.
* 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.

**Desirable:*** Ability to use Charity Log database.
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| Experience | **Essential:*** Project management experience.
* Experience of managing budgets and grant monitoring.
* Experience of supporting multi-partner initiatives.
* Experience of developing effective working relationships with other agencies.

**Desirable:*** Previous line management experience
* Experience of working with veterans or older people.
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| Additional Requirements: | **Essential:*** 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.
* Commitment to work alongside and support volunteers.
* Commitment to the aims and vision of Age Scotland and the ability to demonstrate those values in your work.
* Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager.
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