

Job Title:	Activities Coordinator	Department	Wellbeing Centre
Vacancies	1	Job Code/ Req#:	STEP/CW006
Location:	Oldbury	Travel Required:	Yes
Enhanced DBS	YES	Position Type:	Volunteer
Hours	4 hrs. a week- flexi	Will Train Applicant(s):	In-house training provided.
Job Description			

STEPWAY are looking for a highly motivated self-starter with knowledge of the Armed Forces and Ex-Services charity network and the ability to understand the challenges more vulnerable veterans must overcome, particularly those who are struggling within the areas of dynamic need. This person will be based in Oldbury providing Activities for veterans and family members to enjoy at the West Midlands Wellbeing Centre.

Specific Responsibilities

- Work as part of a team at the Wellbeing Centre
- Organise activities, for example-Walk and Talk, craft sessions, table tennis.
- Ensure that all activities are safe and compliant with the health and safety guidelines.
- Empathy with and a good understanding of ex-forces personnel and the challenges they can face.
- Highly motivated and independent, capable of working remotely from the Project Manager.
- Resilient and able to work with individuals with complex needs and cope with the rigors that arise from working with veterans in the justice system and within the mental health services.
- Commitment to working with each veteran without prejudice.
- Highly organised with strong IT skills.
- Network with other organisations and community groups to inform the veteran community of other activities on offer in their local area.
- To organise friendly competitions with the local Reserves centre.
- Provide an attendance record which is given to the Project Manager on a weekly basis.

Applicants will be required to undertake an Enhanced DBS Disclosure and Non-Police Personal Vetting.

TO APPLY FOR THIS POSITION, PLEASE CONTACT-

Regional Coordinator- neil.binder@stepway.org T. 073987 32595