



Candidate Information Booklet

Operation Blue Sky
Project Co-ordinator

Closing date for applications:
1pm , 14 February 2025

 **THE ARMED FORCES
COVENANT FUND TRUST**

Project Officer Job Description

Job Title:	Project Coordinator
Responsible to:	Board of Directors/ Director of Services.
Location:	Ely Offices
Hours:	22.5 hours per week
Term:	Feb – Dec 24
Salary:	£32076 pa (£19245.60 pro rata)

The Ely Centre

The Ely Centre is a Registered Charity (NIC101144) specialising in the provision of multi-disciplinary support services for civilians, HM Forces Veterans, security force personnel and their families, who have experienced bereavement and injury as a result of the “Troubles” and Service in other Conflict Zones.

This post has been funded from the Armed Forces Covenant Trust Fund which supports the Armed Forces Covenant by delivering funding programmes that create real change for Armed Forces communities in the UK.

The Trust is a charity and a non-departmental public body sponsored by the Ministry of Defence.

For more information on the Trust, including how it awards grants, current open grant programmes, information about its governance, and more, please visit: <https://covenantfund.org.uk>

Job Background

This project funded by The Armed Forces Covenant Trust aims to reduce veteran suicide, support those at significant risk of veteran suicide by strengthening psychological resilience and wellbeing of service veterans through a innovative programme and collaborative approach to service delivery. This project aims to support the following

Priority 1 – Veterans 25-45

Priority 2 – Veterans 45- 65

Operation Blue Sky has 4 main components

1. Delivery of week-long adventure-based therapy programme to groupings of 10-12 Veterans.
2. Delivery of Psychoeducation Courses running in tandem with ABT weeks in partnership with Elys Partners. each course (4-6 weeks) focusing on trauma/pain management and addictions.
3. Health and Well Being Individual Needs Review for all group participants and their dependents by in house Ely Health and Well Being Case Officers to assist group beneficiaries accessing eligible peace funded frameworks and referral to in house Ely Clinical Teams
- 4: Co Design implementation group composed of veterans/service users and Ely Staff to continually assess the impact of the project, set project eligibility and assess outcomes

Role Requirements

The Successful candidate will be responsible for the development/co-ordination and implementation of the Project in line with funding requirements, company policy and procedures including:

- Promotion/ Recruitment and arrangement of Adventure therapy programmes amongst the Veteran target group, identify opportunities for group expansion, completing monitoring outcomes of project to the stakeholders and the wider veteran's community.
- Management of project budget and completion of interim reports to funding authority, Line manager and The Ely Board of Directors.
- Responsibility for maintaining a level of contact and reducing social isolation amongst the veterans taking part in the programme by offering advice/ support and guidance to them.
- Team Player: REFER into the other services provided by the Ely Centre staff covering welfare advice, financial support or health and wellbeing support to the clients if required

- Creative: Assist in the creation of social media output outlining the impact of service on the veteran's community and the benefit of AFCT funding and the Ely Centre on the Veterans Community.

Why is this needed?

The OITM evaluation report highlights the growing concern that whilst the possibility suicide may be associated with military veteran status has not been confirmed within the UK, a finding which may be impacted due to paucity of research within the UK Context, international studies reporting 16 suicides per day (US Dept of VA, 2022) in the US and similar findings within Canada in comparison to the General Population, clearly are concerning and require the need for programmes to address suicidal prevalence within the UK Armed Forces Community.

OITM rightly asserts that there are many factors causing clients distress due to their current situation rather than anything resulting from military service, the need for projects which provide enthusiastic, innovative, timely and skilled care in a safe setting are required when engaging with Veterans at risk of suicide and delivering preventative action.

Whilst the factors which lead someone to take their own life remain extremely complicated and influenced by numerous situation factors predisposing factors identified within the study including unresolved trauma, traumatic exposure, family stress, operational factors, relationship problems, alcohol /substance abuse and isolation are factors targeted within the innovative approach the Blue Sky Project is seeking to address.

This project will addressing the above factors will implement a personalised care plan with a combination of social prescribing adventure-based activities, peer support and evidence based psychological support and treatment.

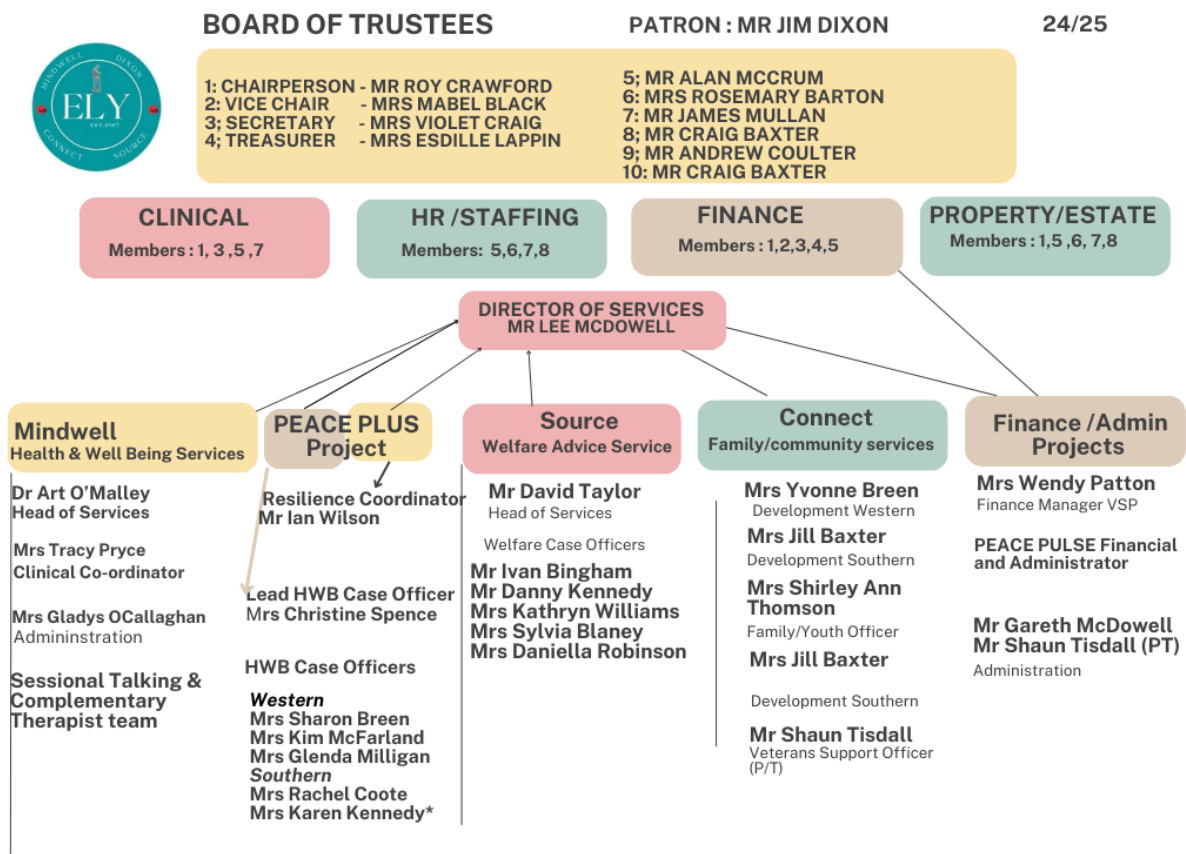
Ely is an ADSICS drop-in centre, has numerous veterans peer to peer support activities and groups and has a reputation of trust and confidences amongst the veterans we support attained over 30 years of service delivery. This project will implement the recommendations within the OITM report and through co design and delivery ensure that barriers hindering veterans from accessing support reduced and lives saved as a result of this programme.

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder.

The post holder will be expected to work to objectives agreed with the line manager.

This post is subject to completion of an Enhanced Access NI check.

Organisational Structure: Ely Centre



Person Specification

Essential Criteria

1. Possess a University Degree, Professional Qualification or equivalent qualification In a relevant area.

OR

Possess 5 GCSE's grades A – C, including English language AND have 2 years voluntary/paid experience equivalent to 16 hours per week in a community/voluntary/statutory environment working in a similar setting.

OR

NVQ Level 3 or equivalent AND have 2 year's voluntary/paid experience equivalent to 16 hours per week in a community/voluntary/ statutory environment working with individuals in a similar setting.

2. Demonstrate experience of effectively engaging with and building positive relationships with clients in situations where they have been vulnerable.

3. Demonstrate experience of liaising with a broad range of service providers.

4. Demonstrate experience of providing progress reports and management information in clear and agreed formats, in line with a reporting schedule.

5. Demonstrate experience of successfully prioritising and managing your own workload while also communicating effectively with colleagues and management.

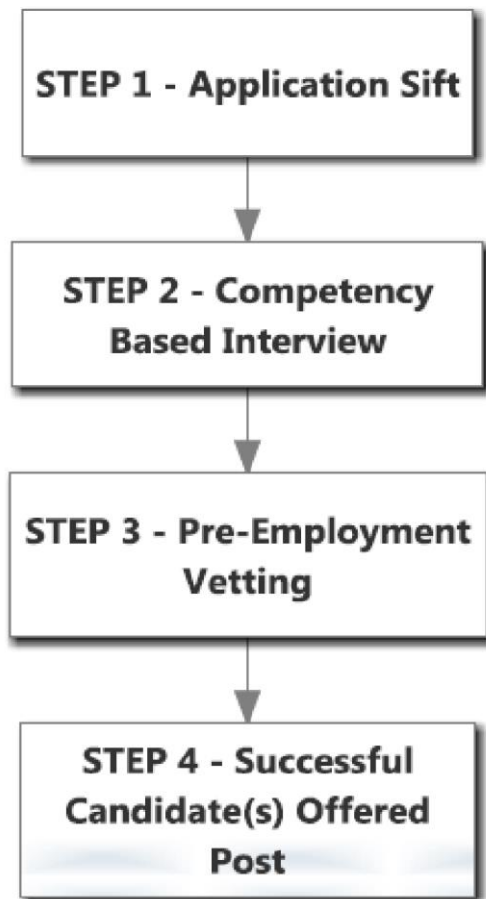
6. Hold a full license valid in the UK/ROI with access to a car for business purposes. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.

Desirable

Demonstrate experience of at least 1 year working with or in the interests of victims/survivors / Veterans of HM Forces.

Application Process

Following deadline for receipt of applications the selection process will continue as follows:



6. Guidance for Making Your Application

Application should consist of a completed application form together with the completed Equal Opportunities Monitoring Form.

Application Submission

Completed applications must be submitted by: 1pm, 14 February 2025
via email to director@elycentre.co.uk

We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.

Should you have any queries please contact info@elycentre.co.uk

Interview Guidance for Applicants

Final dates for interview have not been scheduled but will take place during week commencing

At the interview, the selection panel will assess candidates against the essential and desirable criteria for the post.

Further Appointments from this Application

Where a further position in the Organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

Disability Requirements

If reasonable adjustments are required by candidates on account of disability the organisation will make every effort reasonable to accommodate such.

Vetting Procedures

For vetting procedures candidates will be required to produce the following for interview:

Driving Licence;

OR

Passport;

OR

Document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card); **AND**

Birth certificate which includes the names of your parents (long version);

PLUS

Proof of qualifications (original certificates);

2 satisfactory references (References will not be sought until after the final stage of the assessment process);