



## **Information Booklet**

Veterans Modelling NI Course Tutors  
(Sessional Role)

**Closing date for applications:**  
**Rolling**

Project Funded by



## **VNMI Project Course Tutor Role Description**

### **Role Description**

|                         |                                                         |
|-------------------------|---------------------------------------------------------|
| <b>Role Title:</b>      | <b>Veterans Modelling NI Project Course Tutors</b>      |
| <b>Responsible to:</b>  | <b>Director</b>                                         |
| <b>Location:</b>        | <b>Ely Centre Offices or agreed venues</b>              |
| <b>Hours:</b>           | <b>Course structure 10 weeks x 2 Hours per week x 3</b> |
| <b>Term:</b>            | <b>until 31<sup>st</sup> December 2023</b>              |
| <b>Sessional Rate :</b> | <b>£25 Per Hour + Travel</b>                            |

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### **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.

We aim to address issues of declining psychological, physical health, social and financial difficulties arising as a result of terrorism.

Our vision is to improve the lives of those impacted by Conflict by the Troubles & Trauma

We deliver our vision and goals through the provision of 4 Broad Areas of Support

Mind well - is Ely's Health and Well Being Service

Source is Ely's Benefit Advice Service

Connect is Ely's Family and Community Service , provide a wide range of respite, residential, personal development and trans generational support services

Dixon is the Ely Advocacy and remembrance service provides archiving, storytelling and remembrance services.

This post has been funded by the Veterans Foundation. The Veterans' Foundation has been set up to help fund charities and other charitable organisations that are helping serving and former members of the Armed Forces, and their dependants, who are in need.”

## **Role Background**

VNMI is an innovative Ely Centre project funded by the Veterans Foundation aimed at improving well-being within the Veterans Community. The VF grant will fund the Veterans Modelling project in Northern Ireland – specifically three, 10-week, 2 hour tutored model making courses delivered through centres in Enniskillen, Portadown and Markethill, along with the provision of a range of starter and intermediate model making kits which will take up to 9 months to complete. The grant will also fund quarterly educational visits to military museums throughout Northern Ireland to provide participants with a greater knowledge of the models that they are creating leading to the first year exhibition of all works completed during the project.

## **Role Requirements**

- Development of 10 Week Beginners/ Intermediate Model Making Course structure for Delivery in Enniskillen, Portadown and Markethill.
- Experienced Modeller with track record of model making expertise/ exhibit entries/competition entries.
- Skilled in Scale Model Making to include 1/72 1/48 1/35 1/16/ pigments and wash and terrain building
- Previous experience paid or voluntary ( Min 1yr) in delivery of Model Making Courses
- Previous experience paid or voluntary (min 1 yr) in delivery of courses and working with Veterans of HM Forces
- The Successful candidate will be responsible for the class delivery of Model Making Courses to Veterans and implement and endorse the outcomes of the project.
- If applicable, work with team to assist in procurement of project related costs.
- Promote project amongst the Veterans Community and monitoring outcomes
- Completion of course attendance sheets
- Team Player: Refer eligible clients in to the other services provided by the Ely Centre staff covering welfare advice, financial support or health and wellbeing support/.

- Ability to travel to course venues

### **Why is this needed**

Research listed in the Open Government Access paper published in 2018, The researchers analysed 17 peer-reviewed research papers and found that loneliness is commonly experienced by veterans, with one particular study finding that almost half of its 2025 respondents were reporting it.

Loneliness and social isolation are linked to poor physical health. People experiencing loneliness are at an increased risk of high blood pressure, cognitive decline, depression and even death. A similar report issued in 2018 by the RBL came to the same conclusion. We believe that the this and other projects has great potential to address issues such as loneliness, social isolation, poor mental health prevalent amongst veterans...

SCOPE: the project aims to reach out to all veterans within our catchment areas from 18 to 65 and over provided that they have the physical ability to take part in walking football, we will encourage those who have restricted mobility to take part as they camaraderie and group interaction is equally important as the football, it is about engagement, meeting and taking part.

This programme along with our other programmes will increase the overall emotional wellbeing of veterans..

We aim to adopt the measurement tools that we use for all of our programmes within the Ely Centre which will show the benefits to the personnel taking part in the courses.

### **Person Specification**

#### **Essential Criteria**

1. Outline in writing Week by week the course outline of a 10 Week Beginner/ Intermediate Model Making Course and required Model Sizes.
2. Demonstrate Modelling experience with a proven track record of model making expertise/ exhibit entries/competition entries.
3. Demonstrate Modelling Skill in Scale Model Making to include 1/72 1/48 1/35 1/16/ pigments and wash and terrain building

4. Previous experience paid or voluntary ( Min 1yr) in delivery of Model Making Courses
5. Previous experience paid or voluntary (min 1 yr) in delivery of courses and working with Veterans of HM Forces
6. Hold a full license valid in the UK 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.

### **Skills and Abilities Essential**

1. Ability to work flexible hours (including evening work and weekend work).
2. Willingness to undertake any training required for the post.
3. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.
4. Ability to create and sustain effective working relationships and build consensus with key stakeholders.
5. Excellent written and oral communication skills.
6. Sound knowledge of ICT including all Microsoft Office applications (word, excel, outlook, internet etc.).
7. Excellent interpersonal skills to work within a team and build good working relationships.
8. Excellent organisational skills

## **Application Process**

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

- Step 1            Application Sift
- Step 2 :        Review of Application and Interview
- Step 3 :        Vetting
- Step 4 :        Offer of Position

## **6.      Guidance for Making Your Application**

Application should consist of a completed application form together with the completed monitoring form.

### **Application Submission**

Completed applications can be submitted on a rolling basis

- Posted or hand delivered to 52 Forthill Street, Enniskillen, BT74 6AJ
- Or Emailed to [info@elycentre.co.uk](mailto:info@elycentre.co.uk)

We will not accept incomplete application forms; 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 the office

### **Interview Guidance for Applicants**

Final dates for interview have not been scheduled but will take place asap

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:

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**

Specimen signature;

Proof of qualifications (original certificates);

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