



Candidate Information Booklet
Veterans Modelling NI Project Coordinator
(Sessional Role)

Closing date for applications:
Friday 27th January 2023

Project Funded by



VNMI Project Coordinator Role Description

Role Description

Job Title:	Project Coordinator Veterans Modelling NI Project
Responsible to:	Director
Location:	Ely Centre Offices
Hours:	36 hours per month / 400 Sessional Project Hours in total)
Term:	until 31st December 2023
Sessional Rate :	£15 per Hour

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 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.”

Job 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

- The Successful candidate will be responsible for the development/co-ordination and implementation of the Project including
- Procurement of project related costs.
- Promotion of project amongst the Veterans Community and monitoring outcomes
- Completion of project related midterm and completion monitoring requirements.
- 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 eligible clients in to the other services provided by the Ely Centre staff covering welfare advice, financial support or health and wellbeing support/.
- Creative: Establishment and deliver of first VNMI Public Exhibition and creation of exhibition areas within our centres.

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 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.

This 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.

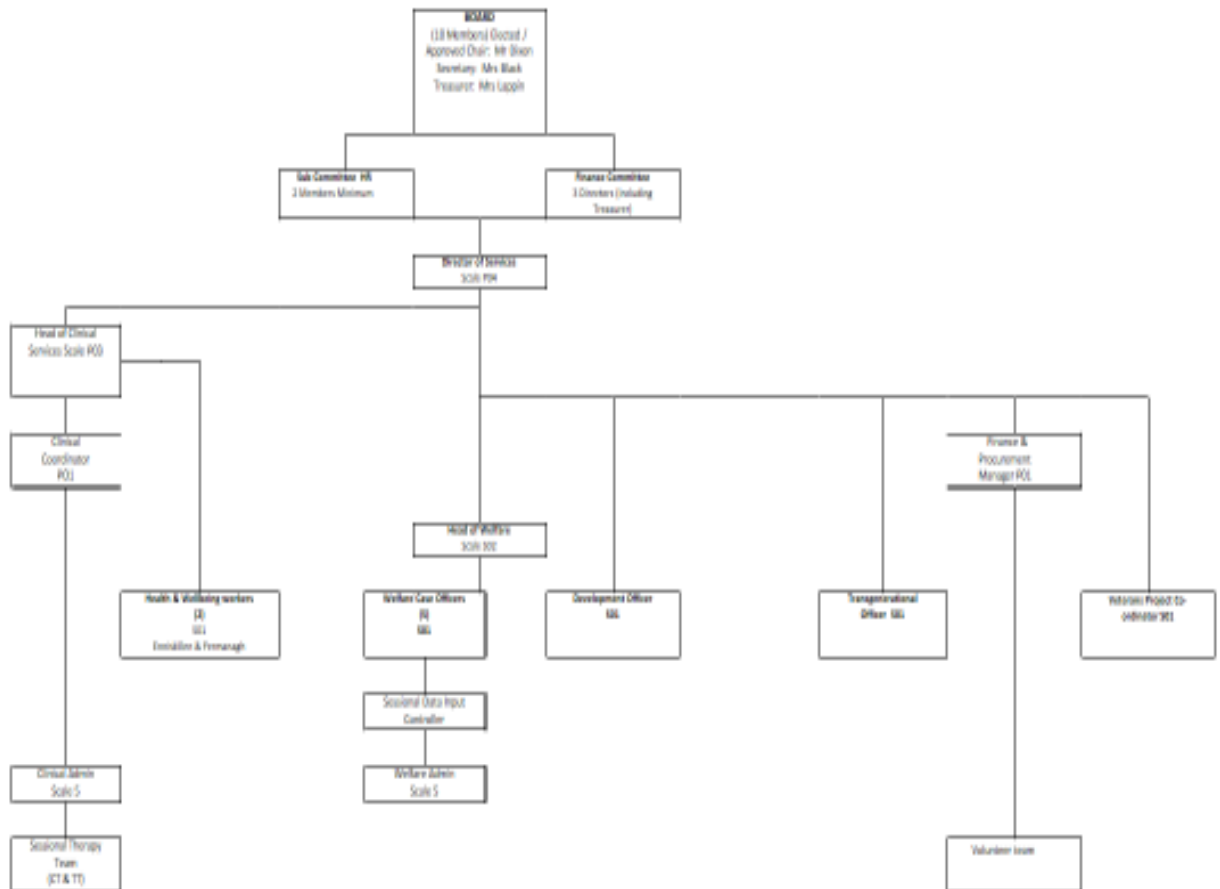
The post holder will be expected to work to objectives agreed with the line manager.

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

Organisational Structure: Ely Centre



CURRENT ORGANISATIONAL CHART: 2022



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 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

1. Demonstrate experience of using or contributing to outcomes focussed monitoring and evaluation processes

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:



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 by Friday 27th January 2023

- Posted or hand delivered to 52 Forthill Street, Enniskillen, BT74 6AJ
- Or Emailed to lee@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 lee@elycentre.co.uk

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);