

Job Description

Job title:	Project Support Officer
Directorate:	Operations
Location:	Edinburgh
Accountable to:	Project Manager, VMHWS
Pay grade:	Grade 5
Type:	Fixed Term 2 Years

Values Framework

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

As an employee of the Charity, the postholder has a responsibility to uphold the values and standards expected of all employees in Combat Stress. This involves not just setting an example that others should aspire to but taking the responsibility to challenge those whose behaviour is unacceptable.

General Overview of Role

The post-holder will play a lead role in the development of the Scottish Governments Veterans' Mental Health and Wellbeing Service (VMHWS) and be part of a small team supporting the Implementation Board led by ministerial appointee Dr Charles Winstanley.

The clear aim of the Veteran's Mental Health and Wellbeing Service is to ensure that every veteran in Scotland has access to a range of accessible, appropriate, high quality and co-ordinated services to promote and support their mental health and wellbeing. The Implementation Board has a responsibility to place the principles of Partnership, Prevention, Personalisation, Parity, and clear Pathways at the centre of all its activity, to not only achieve the best outcomes, but to ensure alignment with Scottish Government strategy.

The Project Support Officer will actively support several key workstreams including:

- Contributing to the development and delivery of both an internal and external co-ordinated approach to communications
- Accountable for the day-to-day social media activity on behalf of the Board
- Ensuring veterans and their families are at the centre of activity and their views influence decision making
- Communication with the public on several different platforms ensuring high levels of awareness and participation where appropriate
- Serve as the minute taking for all Implementation Board meetings and circulating required

documentation as appropriate.

- Assist with the collation, storage, and usage of core data for reports and to support decision making
- To support the Project Manager in data analysis
- To support the implementation of detailed workplans and contribute to milestones being met
- To assist in successfully completing specific programmes of work, within the team and with wider partners as appropriate.
- To assist in the organisation of engagement activities and events
- The postholder will contribute to wider team objectives as directed by the Project Manager.

Main Duties and Key Responsibilities

- To support the objectives within the Business plan including establishing a baseline for change
- Assist with the provision of accurate and high-quality data to inform decision making and measure progress
- Contribute to securing, managing, and utilising available data to establish demand, capacity, ascertain existing provision, future need and legislative and Scottish Government strategic intent.
- Contribute to meetings with a wide range of stakeholders being sensitive to regional need and local drivers or barriers to change. Seek collaborative solutions in line with desired model of care.
- Contribute to the delivery of workstream plans, systems and processes in line with the overall aims of the VMHWS
- Assist in the development of reports and proposals, including spreadsheets, some of which may be complex and for a diverse audience.
- Assist in the planning of a broad range of activities with partners that may require on-going review and adjustment
- Assist in the preparation of spreadsheets, reports and presentations as required and in a timely manner.
- To maintain the confidentiality of all data in line with Organisational policy and the GDPR.

Other Duties

- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Risk Management

As an employee of the Charity, the postholder is required to readily identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder's line manager.

Date revised 27th June '22

Signature of postholder _____

Print name _____

Date _____