

# Care for Veterans

## a Royal Star & Garter Home



Wellbeing and Day Care Supervisor - Worthing  
Candidate information pack



# Care for Veterans

a Royal Star & Garter Home

## Welcome

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We are a charity that provides loving, compassionate care and support to veterans and their families, both in our Homes and through services that reach into the wider community. Following our recent merger with the Armed Forces charity Care for Veterans in Worthing, I'm delighted to share details of an exciting opportunity at this Home.

We are looking to open a new Day Care Service shortly and are looking for special people who are passionate about our values, people with positive energy and who want to work as part of a fabulous team to make a real difference. If this is you, then we look forward to receiving your application.

We are committed to investing in our staff - in both their professional development and personal wellbeing. We offer a comprehensive induction supported by training and an informal learning approach. Our range of benefits are also designed to support our staff.

Thank you for your interest in joining Care for Veterans, a Royal Star & Garter Home.

Vicky Strange  
Home Manager

## The role at a glance

**Title:** Wellbeing and Day Care Supervisor

**Location:** Gifford House, Worthing.

**Hours:** 15 hours pw, to include some weekend working

**Salary:** £12,292 per annum £15.76 per hour

# Job description

- Working together with the other supervisor, To supervise and ensure the delivery of person-centred, high-quality support to residents using the wellbeing programme, hub and Day Care service.
- To line manage Wellbeing and Day Care Coordinators, providing guidance, support, and leadership to ensure the effective delivery of day care services.
- To lead on service offerings, ensuring that all activities and care provided meet the highest standards of quality and resident satisfaction.
- To be vigilant and proactive in ensuring that guests are treated with respect, dignity, and that their rights to privacy, independence, and choice are upheld.

## **Resident support and service delivery**

- Maintain and develop positive relationships with residents and Day Care guests, ensuring a welcoming and supportive environment.

## **Team Leadership and Supervision**

- Supervise Day Care and Wellbeing Coordinator's, providing regular supervision, support, and performance management.

## **Administrative and HR Responsibilities**

- Oversee administrative tasks related to the Wellbeing and Day Care Service, including handling enquiries, assessments, reviews, and ensuring accurate invoicing data.
- Carry out HR functions including conducting professional reviews, managing absence, addressing performance issues and recruitment.

## **Service Development**

- Take a leading role in developing and enhancing the Wellbeing and Day Care Service, including identifying opportunities for improvement and implementing new initiatives.

## To apply

Send your CV and a covering letter outlining how you meet the person specification to:

[Worthing.jobs@careforveterans.org.uk](mailto:Worthing.jobs@careforveterans.org.uk)

# Person specification

## **Skills knowledge and experience:**

- Willingness to work towards a qualification of Supervisor (level 3)
- Physically fit and able to safely manoeuvre wheelchairs, trolleys, and hoisting equipment.
- Full driving license, with no more than 6 penalty points.
- Strong leadership skills with the ability to motivate and manage a team.
- Have an empathy for older people including those living with dementia
- Excellent communication skills, both written and verbal, with a strong customer focus.
- Ability to work flexibly and as part of a team.
- Strong organisational skills and attention to detail.
- Commitment to undertaking organisational training as required.

## **Desirable Experience**

- Previous experience in a similar supervisory role.
- Experience of HR functions such as appraisals, performance management, and recruitment.

# Conditions of employment

Any offer of employment made will be subject to the following conditions:

- Satisfactory references from two referees covering the last 5 years including one from your current or most recent employer
- A pre-employment medical screening
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK

**We reserve the right to update and amend your job description to ensure it accurately reflects the role.**

# Offer

## Although we are a charity, we offer a generous package

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- Salary of £12,292 pa (£15.76 per hour)
- 15 hours per week to include some weekends
- 25 days holiday per annum plus bank holidays (pro rata for part time)
- Employer pension contribution of 7.5% with matching employee contribution of 5%
- Life insurance of three times your salary (until age 70)
- Ten weeks full occupational sick pay before statutory sick pay
- Access to appropriate professional bodies and payment of membership fees after 6 months of employment
- Learning and development – fully funded opportunities to support you in your role
- Additional annual leave for Military Reserves and Cadet Forces Adult Volunteers

# Values



As two charities currently merging, we expect you to role model the Royal Star & Garter values, while also demonstrating understanding of the values held by Care for Veterans.

## **Royal Star & Garter**

- With love
- Living positively
- As a family
- Standing in their shoes
- Take courage

## **Care for Veterans**

- Privacy
- Dignity
- Rights
- Independence
- Choice
- Fulfilment

# About us



## Care for Veterans

For over 100 years, Care for Veterans has provided long-term nursing care and rehabilitation for disabled veterans and their families from all over the UK.

Today, our 60-bed home in Worthing offers nursing and rehabilitation care with a specialism in disability. We provide loving, compassionate care and rehabilitation to approximately 100 beneficiaries each year, often for veterans who are facing the toughest battle of their lives.

We recognise that each individual and their needs are unique and we share the Royal Star & Garter approach to delivering quality care, also providing a range of therapies designed to provide comprehensive support.

# About us



## Royal Star & Garter

**We provide care, support and friendship for veterans and their families to live well. We do this in our Homes and through a range of services reaching into the community.**

Our specialist nursing and dementia care focus on wellbeing, independence and living life to the full. The Wellbeing Teams offer meaningful activities, supporting skills and wishes, while in-house physiotherapy builds their strength and mobility.

We are here to guide and support our residents and their families through this new life phase so that they can enjoy quality time together. Day Care and Lunch Clubs offer a lifeline for veterans and their partners who may be struggling with isolation or loneliness. We also support people in their own homes, providing companionship through our Telephone Friendship Service.

Our range of services means that we support veterans and their families as their care needs change. We will never stop trying to do more to help improve their lives.