



**Royal Star
& Garter**

Care with courage



Wellbeing Coordinator - Surbiton

Candidate information pack





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Welcome to Royal Star & Garter

Thank you for your interest in Royal Star & Garter.

Since I joined this fabulous charity, I have been amazed and humbled by the passion and dedication of every member of staff. Our teams in our Homes are nothing short of exceptional in the care they deliver, while our teams in Central Services provide unrivalled support.

I am looking for really special people to join our Wellbeing Team. If you are creative, enthusiastic and passionate about improving quality of life, this could be the perfect role for you.

We live our values in everything we do, and we're looking for people who share that commitment. At Royal Star & Garter, we invest in our staff, supporting their skills, behaviours, and wellbeing. Our comprehensive training and focus on professional development mean you'll be encouraged to grow and thrive. If you're passionate and dedicated, enjoy being a part of a supportive team, and want to make a real difference to others, I look forward to receiving your application.

Helena Maher
Home Manager

The role at a glance

Title: **Wellbeing Coordinator**

Location: Royal Star & Garter,
Upper Brighton Road, Surbiton
KT6 6JY

Reports to: Deputy Home Manager

Hours: 37.5 per week, or 22.5 per week if part time. Some weekend and evening working is required to cover a 7-day service.

Salary: £32,523 per year (pro rata if part time)

Contract: Permanent

More information:

Lindsay.campbell@starandgarter.org

Job description

Purpose

- Support, encourage and advocate a collaborative approach to Wellness, exercise and companionship across the Home to achieve high quality, meaningful and stimulating activities for residents on a daily basis
- Provide a high profile, visible presence in the Home and deliver holistic Wellbeing support

Key responsibilities

- Pro-actively coordinate resident focused activity and wellness, engaging Wellbeing Champions and wider Home staff team including signposting to resources, ideas generation and developing community links/networks
- Support residents to achieve their goals and maximise their potential under the direction of the Physiotherapist and nursing team
- Monitor, record and evidence the outcome of meaningful occupation through feedback, supervision and QUIS (Quality of Interaction Scheduling) audits
- Motivate and engage residents to participate in a range of wellbeing and exercise opportunities across the whole Home simultaneously
- Provide 1:1 wellbeing support and ensure the wider care team have a focus each day on merging personal care and quality of life through positive social interactions
- Maintain an up to date inventory of resources and share across the Homes
- Identify and promote opportunities for residents to share common values, interests, skills and talents
- Identify appropriate trips out and accompanying residents on these
- Champion best practice and together with the Physiotherapist, motivate colleagues to provide high quality wellbeing activities which promote choice, inclusion, independence and happy living
- Engage with external stakeholders within the local community, developing professional relationships, for example but not limited to intergenerational opportunities
- Actively engage with families through our relatives' communication portal (Family Connections)
- Oversee volunteers, work experience and Duke of Edinburgh students
- Carry out risk assessments appropriate to the wellbeing of individual residents, outings and group activities
- Create wellbeing outcomes for each individual resident.
- Attend individual meetings with the care team, residents and relatives.

To apply

Send your CV and a covering letter (no more than 2 sides) outlining how you meet the person specification and what you will bring to our team

to Lindsay Campbell

Surbiton.Jobs@starandgarter.org

Person specification



Essential Behaviours / Characteristics:

- Evidence of a person-centred approach
- Excellent communication and organisational skills
- Imaginative and creative
- Positive, can-do attitude
- Genuine empathy in working with older people
- Ability to work on own initiative
- Demonstrate good judgement, problem solving and decision making
- Able to motivate and inspire others, and build relationships
- Good team player
- Flexible and adaptable
- IT Literate

Essential experience

Experience of working in a person-centred environment

Desirable experience

- An understanding of the holistic approach to wellbeing and activities with people living with dementia and/or with physical care needs
- A proven track record in delivering a creative and inclusive approach
- Knowledge/experience of the care sector
- Experience of developing and delivering themed activities / events
- NVQ or other qualifications in Care/Activities
- Hold a UK driving licence and be able to undertake MIDAS training



Offer



Although we are a charity, we offer a generous package

- Salary of £32,523 per annum (pro rata for part time)
- Full time: 37.5 hours per week, Part time 25 hours pw worked on a rota covering 7-days including weekends and evenings
- Over time paid at time-and-a-quarter
- Paid break
- Equivalent of 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 3 x 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
- Access to mental health, financial and legal support
- Additional leave for Armed Forces Reserves and Cadet Forces Adult Volunteers

Conditions of employment



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

- Satisfactory references covering the last 5 years from at least two references, 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

Confirmation in post will be subject to:

- A satisfactory 6-month probationary period.

How to apply



- Send your CV and a covering letter of no more than 2 sides explaining how you meet the 'Essential Behaviours' for this role. You should include the values and behaviours you would bring to the role and the team.
- The interview will be based on behaviour and potential. This means that, as well as ensuring you have the skills to be a good fit for the role, you also fit with behaviours and values of the team and charity.
- There is more detail about the job in the Job Description in this pack, but remember, it is your behaviours that are important for your application.
- Your CV and covering letter should be sent to Surbiton.jobs@starandgarter.org for the attention of Lindsay Campbell.

About us



Our mission

Royal Star & Garter was founded in 1916 to care for the severely injured young men returning from the battlegrounds of the First World War. Today, our mission is to provide outstanding care and support that recognises the needs of veterans and their families.

Our care

We provide care, support and friendship for those who have had the courage to serve so that they can live well. We deliver that through high quality Homes, a range of services in the local community, by driving innovative practice and by setting the standards for others to follow. We offer:

- Nursing care
- Dementia care
- Short-break/respite care
- End of life care
- Day care
- Lunch Clubs
- Telephone Friendship Service

About us



Our future

We are developing new services beyond our four Homes, including an outreach service to provide support in veterans' own homes and a community for younger veterans. We continue to reach more ex-Service personnel in residential care through the Veteran Friendly Framework. Our work to promote greater collaboration will deliver better outcomes for the Armed Forces community.

Our knowledge

We have over 100 years' experience in providing pioneering nursing and therapeutic care to veterans living with disability and dementia. We are committed to sharing our knowledge and skills with other organisations to promote better care for all veterans and older people. We partner with health care, military and academic organisations for the benefit of our local communities.

Sharing our experience

We are passionate about innovation in our care to improve the lives of veterans and their families. We have been championing the development of nursing associates in the social care workforce for several years and support many of our carers to develop new skills.

High Wycombe

Our High Wycombe Home (rated Outstanding by the CQC) has been designed with comfort and wellbeing in mind. There are plenty of activities to enjoy, opportunities to socialise with friends, or simply relax in the spacious lounges and landscaped garden.



Solihull

Our Solihull Home is rated Outstanding in all five areas by the Care Quality Commission. Loving, compassionate care is tailored to each individual and every detail designed for comfort and wellbeing, it's a place where residents and their families can truly feel at home.



Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist care in comfortable surroundings, where the focus is always on the individual.



And rated **'Outstanding'**
in the care category.



Worthing

Our Worthing Home places each person at the heart of their care, with personalised rehabilitation plans that promote independence, confidence and wellbeing. The dedicated team includes in-house physiotherapists and occupational therapists who offer hands-on support with warmth and encouragement.

