



## **WOODY'S LODGE JOB DESCRIPTION**

### **Support/Administration Officer. Woody's Lodge Penlan Farm.**

Monday-Thursday 16 hours per week at £7,995 pa.

**Reporting To:** Woodys Lodge Penlan Farm Caretaker Manager

**Liaison With:** CEO, South Wales Operational Manager, Fundraising and Communications Manager.

**Direct Reports:** Nominated Volunteers as and when required.

#### **Overall Remit:**

Based at Woody's Lodge, Penlan Farm site, Llandysul, Ceredigion, the post will offer a service to our Veterans and their families identifying needs, effectively signposting and supporting them to access appropriate services and guiding them through the process while managing expectations.

Also maintain and develop the appropriate administrative procedures and consequent data handling, within current charitable regulations, associated with the day on day operation of works undertaken at the farm. The post will also support all measures to ensure the long-term sustainability of Penlan Farm.

Some work will be carried out from home when needed.

#### **KEY DUTIES.**

##### **Support:**

- To identify or establish practical support and companionship services to improve wellbeing and reduce isolation in Veterans.
- To identify or establish services to assist individuals requiring additional support.
- To enhance and partner with Local Authorities, outside agencies or other Veterans services to create a comprehensive support network.
- To identify gaps in service provision and promote the needs of Veterans.
- Assist Caretaker Manager by attending meetings with Local Authority and other Veterans Agencies while establishing and maintaining a network of contacts in support and social networks.
- To comply with safeguarding procedures ensuring the safety and wellbeing of Veterans and staff.
- Maintain up to date knowledge of developments with Veterans support locally and nationally.
- Actively seek and map Veterans support projects and create signposting pathways to the relevant services.
- To recruit and help train Veteran support volunteers
- Undertake any reasonable tasks from time to time at managements request, as may be deemed appropriate within the remit of the post.

**Administration:**

- To provide an effective administrative service, including the development and upkeep of appropriate filing systems, regarding, Penlan Farm (PF) and its daily management and operation.
- To ensure all bookings for facilities and activities on PF are maintained in good and understandable order.
- Maintaining appropriate records regarding Volunteers engaged at PF site.
- To ensure all financial transactions, eg donations, purchases, hire of facilities are logged and recorded appropriately.
- Ensuring that all records and data are stored appropriately within GDPR Guidelines.
- To maintain and update PFs Asset Register.
- To work with PF Caretaker Manager, ensuring that All Woodys Lodge Policies and Procedures are maintained and appropriate the operation at PF Site.

**Sustainability:**

- To work with PF Site Staff and wider Woodys Lodge Staff and Trustees to develop the long-term Support services and financial sustainability of PF and works undertaken there.
- To help develop close working relationships with private and statutory sectors for the benefit of PF as well as the wider organisation.
- To encourage closer working relationships and partnerships with other Veterans', Emergency Services and Public support agencies, where appropriate.
- To help organise PF Based Community & Fundraising Events.
- To support the Caretaker Manager in the development of positive working relationships with Local, National and UK Government and Decision Makers.
- To work with the Wales' Woodys Lodge Management Team, in establishing effective measures towards the Charity's long-term sustainability.

**Key Characteristics.**

- Team player but also can work alone.
- Understanding of the Armed Forces, Emergency Services' & their respective Veterans' communities, their needs and aspirations.
- Positive and supportive interpersonal skills
- Can Do attitude.
- Problem solver and can show initiative.
- Basic understanding of Office Procedures and IT support systems. (eg EXCEL and Word)
- Good reporting skills (verbal and written).
- Knowledge and understanding of social media
- Knowledge and experience of charitable fundraising.
- Knowledge and understanding of the Armed Forces and Veterans community