

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

DAY OPPORTUNITIES OFFICER

ERN06617

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Health & Social Care Partnership
JOB TITLE:	Day Opportunities Officer
JOB STATUS:	Full Time
DURATION:	Fixed Term for 2 years
NUMBER OF VACANCIES:	1
GRADE:	6
HOURLY RATE:	£16.92 - £17.54
ANNUAL SALARY:	£30,877 - £32,008
HOURS PER WEEK:	35
LOCATION:	Thornliebank Resource Centre and Barrhead Centre

As part of a team of Day Centre Officers, you will provide a quality, flexible and needs-led service, in both community and day care settings for adults with learning disabilities. You will participate in the development of services to ensure that they are sympathetic and responsive to the needs and aspirations of adults with learning disabilities.

Excellent communication skills and experience of working with clients with learning disabilities and a knowledge of the needs of this client group are essential. An HNC/SVQIII or other similar qualification is desirable and participation in ongoing training is essential. You must be able to demonstrate flexibility in your approach to service provision and have a willingness to participate in any out of hours activities required to meet the needs of the service.



This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

This post requires Scottish Social Services Council (SSSC) registration. You must currently have registration or eligibility to apply from commencement of employment (you must apply to register within the first 3 months of employment to ensure registration is complete within 6 months of starting in your role).

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>



Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 18 October 2026

Shortleat date: 20 October 2026

Interview date: 03 November 2026

If you would like an informal discussion about the post, please contact Barbara-Ann Reid, Team Manager 07741374411 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme



Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: Health & Social Care Partnership

Division/Section: Community Resources

Job Title: Day Opportunities Officer

Responsible to: Learning Disability Manager

Grade: 6

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Purpose of the Role: To stimulate, encourage and support people with learning disabilities to develop their full potential through participation in educational and training activities and programmes in personal, social and vocational skills.

Responsibilities

1. Participation in the provision and development of quality day care services, which are flexible, needs-led and community focused.
2. To provide a service which is stimulating, caring, sympathetic and responsive to the needs and aspirations of individuals but and which may include emotional and physical support to individuals, together with aspects of personal care.
3. To participate in the drawing up and implementation of care plans and activities: and to act as a key worker to identified individuals.
4. To undertake such training programmes as deemed appropriate by the line manager and required of the post.
5. To participate in such meetings including supervision as determined by the manager.
6. To promote public understanding and knowledge of the services of the Social Work Department and to act in accordance with Council policies and procedures and Health and Safety requirements.



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7. To undertake any other duties consistent with the efficient management of the service as required by the line manager.



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PERSON SPECIFICATION



POST OF:	DAY OPPORTUNITIES OFFICER	DEPARTMENT:	HSCP
GRADE:	6	SERVICE:	COMMUNITY RESOURCES
ATTRIBUTES	ESSENTIAL	DESIRABLE	
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE	Ongoing participation in training	HNC/SVQIII or other similar qualification	
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Experience of working with clients with learning disabilities Knowledge of the needs of people with learning disabilities Report writing Organisational and project planning abilities	Experience of working in a Day Centre Knowledge of latest thinking on practice as outlined in 'The Same As You' I.T. Skills	
PERSONAL QUALITIES / BEHAVIOURS	Articulate, good interpersonal and communication skills Sensitive and considerate approach to others Tactful, warm personality, patient, reliable and flexible		



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ADDITIONAL JOB REQUIREMENTS	Post requires the individual to provide physical assistance to client group Working out of hours	
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Ambition



Kindness



Trust