



**Lead Oxygen Therapy Operator
Compass Therapy Centre
Client Services and Support
15-20 hours per week. £25,000 per annum pro rata**

Compass Therapy Centre (formerly the MS Therapy Centre Lothian) is an independent charity that is run by board of trustees elected by its membership. We have been providing specialist selfmanagement support therapies and activities for over 35 years from our Centre based in Leith, Edinburgh. Our aim is to enable and empower people living with neurological conditions to make informed decisions about their lives and support them in managing their condition and symptoms, and in the daily challenges they face.

Compass Therapy Centre provides a therapeutic hub where clients can access a wide range of services, therapies, advice, and support in a friendly and welcoming environment. Day to day operations involve the delivery of physiotherapy, oxygen therapy, a wide range of complementary therapies, condition specific information, advice, and referrals to partner organisations.

Purpose of the role:

- The safe delivery of oxygen therapy, which includes compliance with the centre policies on health & safety, client safety, fire safety, risk assessment, and equipment maintenance.
- The role works with the Services and Facilities Officer and the centre staff team to support the coordination of volunteer engagement and training in the safe delivery of oxygen therapy.

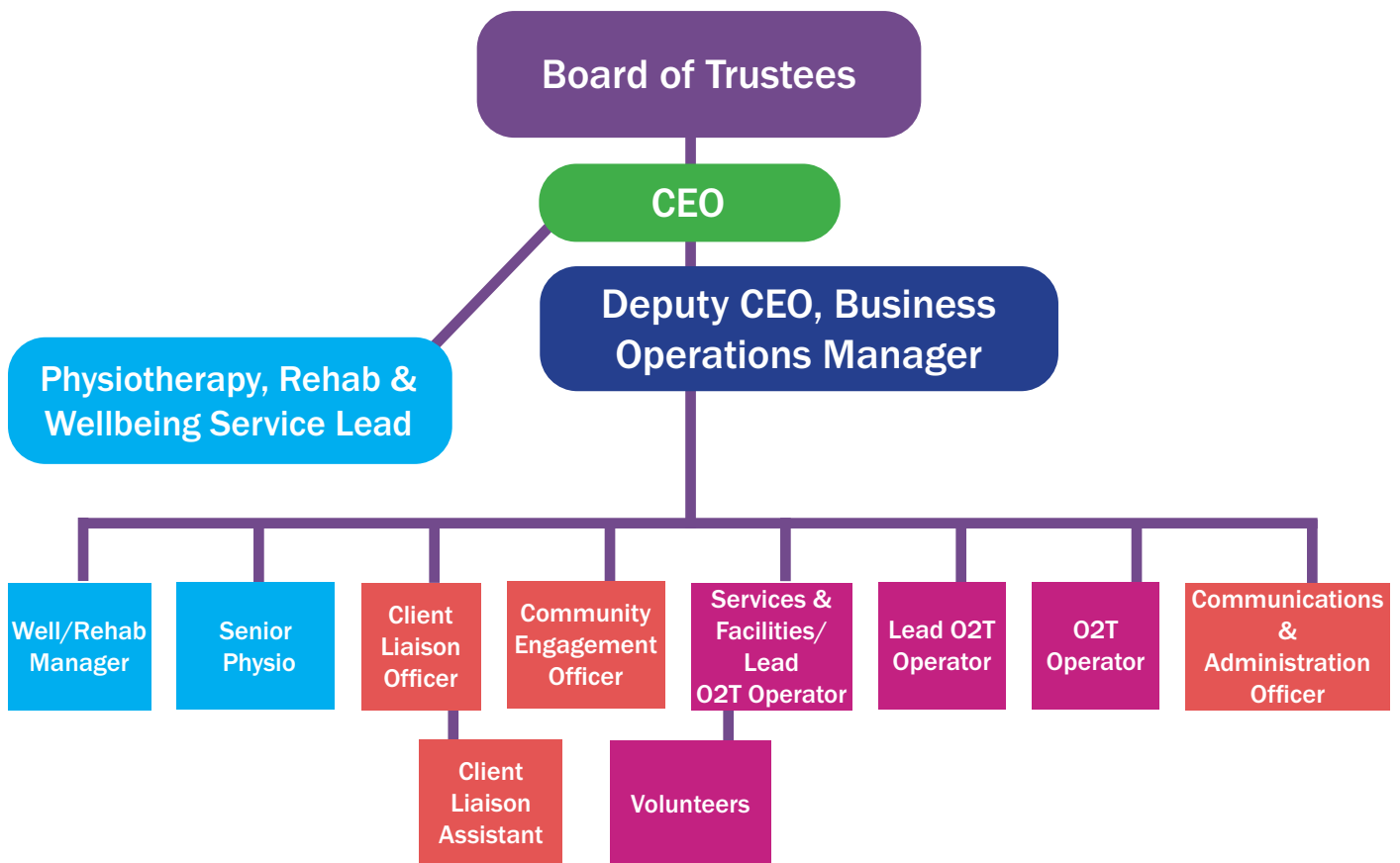
Principle Duties:

- To oversee the safe operation of our oxygen therapy service, and responsibility, when required, for opening and closing the Centre and Oxygen Therapy service in accordance with procedures.
- To ensure oxygen therapy duties are delivered in compliance with practice and policy-guidance.
- To support the delivery oxygen therapy sessions with support from volunteers in accordance with the staff rota.
- To maintain oxygen therapy delivery records accurately.
- To conduct regular Health & Safety, Fire Safety, and Risk Assessments in compliance with regulations and maintain Centre's policies.
- To support clients with mobility problems in safely accessing and exiting the oxygen therapy chamber.
- To provide general administrative support to the staff team when required, ensuring compliance with data protection and confidentiality procedures.
- To support centre management in the induction and training of volunteers on the safe delivery of oxygen treatment.

Other Duties:

These duties are a guide to the work that the post holder will initially be required to undertake. Other duties or a change of duties may be necessary from time to time.

Organisational Structure:



Competencies

Accountability

Takes personal responsibility for the part they play in our organisation, - our mission and values and wider society.

Client Focus

Keeps the needs of our clients at the heart of activities.

Personal Effectiveness

Consistently role models high standards and good practice.

Inclusivity

Applies an understanding of equality and diversity to strengthen positive engagement in all our client activities and service.

Results Focused

Maintains commitment to targets and results, striving consistently to achieve them.

Communications

Helps to provide clear, consistent, and appropriate messages at all levels of our organisations and beyond.

Motivational Leadership

Actively leads, establishes expectations, accountabilities, purpose, and vision, creating an environment where others can achieve optimal performance.

Person Specification

	Essential	Desirable
Qualifications		
Standard level English and Maths.	X	
Educated to a HND level of equivalent relevant experience.		X
Skills/competencies (additional to the standard competencies)		
The ability to build productive relationships with colleagues (including volunteers) and contribute to the development of team skills.	X	
Excellent time management skills with the ability to work on own initiative with minimal supervision.	X	
Ability to think creatively to solve problems in potentially variable and diverse situations.	X	
Able to identify client needs and have a good understanding of good customer service.	X	
Excellent communication, interpersonal and negotiation skills, and the ability to communicate confidently at all levels.	X	
Knowledge		
A good knowledge of Health and Safety principles, roles, and responsibilities.	X	
Of pressure control systems and operation.		X
Previous experience		
Evidence of contract management including ordering and supervision of work and handling general contract and equipment servicing issues		X
Evidence of working in facility maintenance and/or repairs, taking inventories of maintenance materials and replacement parts.		X
Evidence of using IT packages, including the Microsoft Office suite and ability to learn new packages as required.	X	
Personal qualities		
A positive “can-do’ attitude.	X	
A good level of physical strength and ability required to assist clients with disabilities.	X	
Interests		
Working in the Charity Sector.	X	