



Job Description

Key Worker Social Bite Village (full time)

For almost 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

The Social Bite Village is the vision of Josh Littlejohn, Founder and CEO of Social Bite. The village will provide a home for up to 20 people affected by homelessness. Cyrenians will journey with Social Bite to deliver community by providing housing support. Cyrenians pioneered community living almost 50 years ago and our model and values led ethos is still relevant today.

The purpose of the village is to offer a person-centred approach to residents encouraging them to find their way to a happier, healthier future and a place of belonging, security and hope.

Our unique approach to supported accommodation helps people to develop their skills through ongoing support and opportunities for personal development, with the key outcomes being;

- To significantly increase the ability of people to live more independently in the future including reducing and where possible, ending dependency on housing support and welfare

- To increase the contribution people want to and can make to wider society through volunteering and, if possible formal work experience, training and education
- To improve the ability of people to access community resources and networks such as libraries, GPs, social activities etc.

This is a new role and requires a highly motivated and dynamic individual who has experience of supporting individuals who have been directly affected by the tough realities of homelessness. You will be passionate about enabling potential and supporting individuals to identify key goals on a journey towards positive change and independent living.

2 Tasks and Responsibilities

Provide Housing Support

- Use our Key Worker Practice model approach to conduct a thorough assessment of each individual
- Ensure a full induction for new village members
- Provide regular support sessions to assess progress against planned milestones and goals, demonstrating distance travelled
- Ensure robust planning and support is in place for residents when they move on from the village
- Work closely with staff and volunteers to create a pleasing and supportive environment for all
- Support the Service Manager and Senior Key Worker to market the service to key providers towards achieving and retaining full occupancy

Champion the theory and operate to the required practice associated with the Cyrenians Community model

- Use a facilitative approach to support the life of the community including development and delivery of a well-being programme
- Support the development of additional activities and therapeutic interventions as funding and resource opportunities arise
- Ensure full involvement of all community members in the planning and running of community life. Maintaining a schedule of regular meetings and/or planning sessions to achieve this.
- Link with staff within Cyrenians Enterprises to ensure there are opportunities for volunteering, training and work experience for residents
- Work with the Service Manager and Senior Key Worker to assess and manage the risks associated with challenging behaviour. Respond positively to any issues to support residents to maintain their tenancy
- Contribute to the development of a Village Community handbook

Volunteer Management

- Support the Senior Key Worker and colleagues to develop a team of volunteers to support and enhance community life
- Identify roles and follow a recruitment, training and retention strategy

Knowledge

- Maintain a generalist knowledge of the welfare system
- Keep up-to-date on policy in housing support
- Attend relevant networking meetings, conferences and events
- Engage with a system of knowledge exchange within the team to ensure best practice

Monitoring and Evaluation

- Participate in learning/training associated with monitoring and evaluation
- Ensure Cyrenians reporting systems are maintained
- Regularly monitor and report on activity in line with the charity's systems

Participate in Cyrenians annual planning cycle towards continuous improvement

- Contribute to the service planning process
- Work within service policies and procedures, ensuring best practice
- Contribute to the development of new activities

On Call

You will also be required to take part in an out of hours on-call rota system for which a separate payment will be made.

3 Person Specification

| Knowledge and Experience | |
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| Excellent interpersonal skills | Essential |
| Knowledge of issues that lead to or affect homelessness | Essential |
| Experience of being part of the set-up/ establishment of a new service(s) | Essential |
| At least 2 years of experience working with vulnerable people in one to one and group settings | Essential |
| Group work skills including facilitation, team building and personal development activities | Essential |
| Conducting client assessments leading to individual plans with set milestones regularly reviewed to enable move on | Essential |
| Following policies and procedures to implement best practice | Essential |
| Use of organisational systems to monitor progress and | Essential |

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| demonstrate impact | |
| Commitment to quality assurance and high standards in service delivery | Essential |
| Skills | |
| Excellent IT skills | Essential |
| Excellent organisational skills | Essential |
| Liaising with referring organisations and other professional networks | Essential |
| Good written communication skills | Essential |
| Qualifications and training | |
| SVQ level 3 or above, or an equivalent qualification. We will consider applicants currently working to (or willing to) achieve this qualification. | Essential |
| Counselling, facilitation, mediation or coaching qualification | Desirable |
| Values and attributes | |
| Passionate about enabling vulnerable people to overcome problems and reach their potential | Essential |
| Calm, strong and positive in dealing with difficult situations including crisis and conflict | Essential |
| A motivating and encouraging influence on those around you | Essential |
| Energy, drive and enthusiasm to ensure the service and all those involved in it thrive | Essential |
| A positive, pragmatic team member | Essential |
| Committed to learning and training | Essential |
| Committed to working within the Cyrenians Key Worker Practice | Essential |
| Committed to service excellence and continuous improvement | Essential |
| A facilitative approach to handling situations | Desirable |

4 Terms & Conditions

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| <u>Employer:</u> | Cyrenians |
| <u>Accountability:</u> | Cyrenians Board of Trustees (via the Chief Executive of Cyrenians) |
| <u>Line Manager:</u> | Senior Key Worker |
| <u>Liaison with:</u> | Cyrenians Communities Team |
| <u>Workplace:</u> | Edinburgh |
| <u>Working Hours:</u> | 37 hours per week |
| <u>Annual Leave</u> | 25 days plus 10 public holidays (pro rata) |
| <u>Salary:</u> | £20,798 – £23,256 per annum (SCP20-24). |
| <u>Pension:</u> | Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% |

Funding:

employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)

Disclosure:

We see this as a long term service. Funding has been confirmed for 1 year, subject to the success of the project during this initial period. PVG scheme membership required

5 Application deadline and Interview dates

Closing date:

12 noon on Monday 28th May 2018

Interview date:

7th June 2018 in Edinburgh

Stage 2 date:

TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.