

Job Description

Administrator, Edinburgh Recovery Housing

Part time – 10 hours per week

Funded to 31st March 2025 in the first instance

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness. And that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Our way of working is built on four core values, which are at the heart of all our work and decisions:

Compassion Respect Integrity Innovation

[Read more about us and our values](#)

1 Background

About the service

Cyrenians recognise the links between substance misuse and homelessness, and are committed to supporting people to access the help they need to reduce harm to themselves and the community and maximise recovery.

The NHS Lothian and Edinburgh Abstinence Project (LEAP) is an intensive programme for those who want to stop drinking or using drugs. The programme is delivered over 12 weeks and participants attend a structured programme Monday to Friday and Saturday mornings at Woodlands House. During the programme up to 11 participants at a time live within our therapeutic community, where we provide a supportive and safe space outside of the structured programme, maximising engagement.

Cyrenians has , alongside NHS Lothian, recently established a new women's recovery house, incorporating group housing/proactive peer support to help residents negotiate early recovery.

We are seeking an administrator to support both projects. You will be able to work autonomously and manage your own schedule.

2 Main Aims

Key admin duties

- Ensuring an efficient administrative recording system i.e. updating Lamplight database, inputting housing benefit and service charge payments
- Provide specific administrative assistance to the Senior Keyworkers and Service Manager such as liaising with benefits and housing teams on behalf of residents
- Ordering office supplies and liaising with external IT support to maintain office equipment
- Petty cash/pre-paid credit card recording and reconciliation
- Housing benefit claim processing and recording
- Recording and reconciling service charge
- Contribute towards ensuring Care Inspectorate and SSSC registration requirements are being met

Monitoring and evaluation

- Contribute to the services monitoring and evaluation systems.
- Support the Service Manager with content for reports.
- Complete Lamplight training (Cyrenians client database).

Other Duties

- Undertake any other duties that may reasonably be expected to fulfil the role

Training and Development

- Attend and participate in regular LEAP team meetings, planning sessions and Cyrenians staff forums.
- Participate in regular support and supervision and annual review of performance and service.

3 Person Specification

Knowledge and Experience	
Experience of office administration (including use of Microsoft office packages)	Essential
Knowledge of issues that lead to or affect addiction and recovery	Desirable
Experience of monitoring and evaluating work	Desirable
Lived experience of recovery	Desirable
Knowledge of welfare benefits system	Desirable
Qualifications	
First Aid Training	Desirable
Fire Warden Training	Desirable

Skills	
Excellent organisational skills	Essential
Confident decision maker and able to work autonomously	Essential
Values and attributes	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Desirable
Creative and innovative problem solver	Desirable
Respectful of others	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Strong personal boundaries	Essential

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Cyrenians Recovery Housing Senior Keyworker
<u>Liaison with:</u>	NHS Lothian
<u>Workplace:</u>	LEAP residence at Marchfield Grove with potential for working from home in line with Cyrenians flexible working policy
<u>Working Hours:</u>	10 hours per week (spread of hours to be agreed with successful candidate)
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata-
<u>Salary:</u>	£23,360 – £24,738 pro rata (scale point 16 to 19). This equates to £6,314 per annum for a 10-hour week on SCP16
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% 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%)
<u>Disclosure</u>	Basic disclosure required
<u>Funding</u>	Currently funded until 31 st March 2025

6 Application deadline and Interview dates

<u>Closing date:</u>	12 noon on Monday 14 th October 2024
<u>Interview date:</u>	22 nd October 2024
<u>Second stage:</u>	TBC

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