



Job Description

Assistant Key Worker, Cyrenians Communities

18 hours per week.

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. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. Our way of working is built on our 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](#)

[Read about our strategic aims](#)

1 General

About the Service

Cyrenians operates five residential communities that provide accommodation and support to vulnerable individuals (Cyrenians Farm, City Community, Village community, Lotus Community and Crighton Place Community).

The purpose of the Communities is to provide a safe and stable environment for people to live, learn and develop together. Our unique approach to supported accommodation helps people to develop their skills through ongoing support and opportunities to participate in the decisions which impact them. Crighton Place Community offers support and accommodation for up to 4 people as they recover from a period of poor mental health.

About the role

The Assistant Keyworker will work alongside Keyworkers to provide support to individuals living in the community, this includes helping residents with household chores, cooking and administering medication. They will contribute to creating a safe and supportive environment and encourage residents to take part in activities and benefit from opportunities in the wider community.

Post holders will be required to work during evenings and weekends, and be part of the on-call responder service. This service uses assisted technologies in the evening, however if any of the residents are experiencing poor mental health a sleepover service may be required. Some community residents may be smokers and therefore the post-holder may be exposed to second-hand smoke.

2 Tasks and Responsibilities

Support people in the community house

- Assist with inductions to new Community members
- Provide regular support; to assess progress against planned milestones and goals, demonstrating distance travelled
- Administer medication to residents (training will be provided)
- Offer support to other Communities where needed.

Support the life of the community including organisation of activities, household routine, and conflict management

- Be part of community meetings to plan community events/activity and to handle conflict constructively
- Participate in training and reflective practice, using the Cyrenians key worker model
- Support the community to ensure a smooth-running household routine; including cleaning and cooking.

Champion the theory associated with the Cyrenians Community model

- Work with the team to assess and minimise the risks to support, and maintain people in the service
- Link with Cyrenians Enterprises to ensure residents have opportunities for volunteering, training and/or work experience
- Ensure full involvement by all community members in planning and developing the service.

Support excellence and continuous improvement

- Work in line with service policies and procedures, assisting in the development of best practice
- Participate in the development of new activities.

Participate in planning, monitoring and evaluating the service

- Ensure that records are kept up to date and comply with funders monitoring requirements
- Regularly monitor and report on activity in line with the Charity's systems

- Participate in learning and training associated with planning, monitoring and evaluation.

Support the marketing of the service to ensure all places in the Communities are fully utilised by vulnerable people

- Assist with the promotion of the service through engagement with other agencies, attendance at networking meetings etc.
- Attend meetings and events as required
- Keep up to date with changes and developments in the field as agreed with your line manager the Service and Senior Service Manager.

On-Call responder service support

- The staff team are required to provide on-call responder support out of hours and over the weekends
- This is done on a rota system which staff cover approx. 1 week in 6 (with some flexibility to ensure holidays and absence are covered)
- This involves providing telephone support if difficult situations arise which require staff input in decision making
- With a requirement to attend where needed
- Payment for on-call responder service support is made separately.

3 Person Specification

Knowledge and Experience	
Effective communication and IT skills	Essential
Excellent organisational skills	Essential
Ability to adhere to policies and procedures to implement best practice	Essential
Proven experience of working with vulnerable people in a one-to-one capacity or/and group settings	Desirable
Experience of medication administration	Desirable
Experience of working with volunteers	Desirable
Use of organisational systems to monitor progress and demonstrate impact	Desirable
Qualifications and training	
SVQ or equivalent to level 2 or above	Desirable
Values and attributes	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Calm, strong and positive in dealing with difficult situations including crisis and conflict	Essential
Ability to motivate people to be active, positive and constructive	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Key Worker
<u>Liaison with:</u>	Communities Team
<u>Workplace:</u>	Leith, Edinburgh
<u>Working Hours:</u>	18 hours per week worked over 3 days, Monday, Saturday and Sunday.
<u>Annual Leave</u>	25 days annual leave and 10 public holidays per annum (pro rata)
<u>Salary:</u>	£23,360 - £24,738 per annum pro rata (SCP 16-19). This equates to £11,364 per annum for a 18-hour week.
<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 and registration:</u>	PVG scheme membership required. SSSC registration required within 6 months of starting post.

5 Application deadline and Interview dates

<u>Closing date:</u>	12 noon on Monday 6 th January 2025
<u>Interview date:</u>	Tuesday 14 th January 2025
<u>Stage 2 date:</u>	TBC

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