

## Job Description

# Key Worker, Cyrenians Farm Community

### Part time, 16 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**

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## 1 General

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### About the service

The purpose of the Farm Community is to provide a safe and stable community environment for young people to live, learn and develop together. Our unique approach to supported accommodation helps young people to develop their skills through training and ongoing support.

The Farm Community is based in West Lothian and provides accommodation for up to 9 young people who have experienced a tough reality, potentially as a consequence of family breakdown, homelessness, drug or alcohol issues or poor mental health.

The residents live alongside volunteers who act as peer mentors. Together they manage the day-to-day domestic tasks and decisions within the building, which is their home. The process of being involved in decision-making empowers residents and helps to develop their confidence, skills and abilities.

### About the role

This role combines key work support to residents and guidance and support to volunteers. The staff team work alongside all residents and volunteers to motivate, encourage and empower all members of the community. The key worker will work to ensure that Cyrenians Community Model is adhered to and developed; and that the quality of service provided remains high.

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## **2 Tasks and Responsibilities**

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### **Support young people in the communities**

- Provide support in line with the Cyrenians ways of working training.
- Carry out assessments of people referred to the Communities.
- Provide an induction to all new Community members.
- Provide regular 1:1 keywork sessions; to assess progress against planned milestones and goals, demonstrating distance travelled.
- Review and end cases according to our model.

### **Use a facilitative approach to support the life of the community including organisation of activities, household routine, and conflict management**

- Facilitate community meetings to plan community events/activity and to handle conflict constructively.
- Participate in training and practice development around use of the key worker model; and facilitate workshops for community members.
- 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 young people in the service.
- Support the development of additional activities and therapeutic interventions, as funding and resource opportunities arise.
- Link with the wider organisation 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 to all service policies and procedures, assisting in the development of best practice.
- Participate in the development of new activities.
- Provide cover when required at the City Community (Leith)

### **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 Cyrenians 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**

- Contribute to the service marketing strategy, to ensure places are taken up by as many vulnerable young people as possible.
- 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 the Service Manager.

### **On-Call support**

- The staff team are required to provide on-call support out of hours and over the weekends.
- This is done on a rota system which staff cover 1 week in 6 (with some flexibility to ensure holidays and absence are covered).
- This involves providing telephone support to volunteers if difficult situations arise which require staff input in decision making.
- Only in very serious situations would staff be required to attend.
- The On-call support worker covers both City and Farm Communities.
- On-Call Support is remunerated separately.

## **3 Person Specification**

<b>Skills and Experience</b>	
Proven experience of working with vulnerable people in one-to-one, group or residential settings	Essential
Knowledge of the issues young people may face, including mental health issues	Essential
Excellent interpersonal and relationship building skills	Essential
Ability to liaise with referring organisations and other professional networks	Essential
Experience of using systems to monitor progress and demonstrate impact	Essential
Experience following policies and procedures to implement best practice	Essential
Group work skills including facilitation, team building and personal development activities	Desirable
Experience of working with volunteers	Desirable
Excellent IT and organisational skills	Desirable
<b>Qualifications and training</b>	
SVQ level 3 or above; or a willingness to work towards obtaining SVQ 3	Essential
<b>Values and attributes</b>	
Confident in dealing with difficult situations, including crisis and conflict	Essential
Positive with the ability to motivate others	Essential
A commitment to team working	Essential

## **4 Terms & Conditions**

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Key Worker Farm Community
<u>Workplace:</u>	Cyrenians Farm Community, West Lothian
<u>Working Hours:</u>	16 hours to be worked over 2-3 days, working pattern can be discussed at interview

<u>Annual Leave</u>	25 days annual leave and 10 public holidays per annum(pro rata)
<u>Salary:</u>	£25,352 - £27,907 pro rata (scale points 20 to 24). This equates to £10,963 per annum for a 16-hour week at SCP20.
<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>Funding:</u>	The service is funded through City of Edinburgh Council Health and Social Care spot purchase.
<u>Disclosure:</u>	PVG membership for Adults and Children is required.
<u>SSSC registration:</u>	SSSC registration required within 3 months of starting post.

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## **5 Application deadline and Interview dates**

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<u>Closing date:</u>	12 noon on Monday 16 <sup>th</sup> June 2025
<u>Interview date:</u>	Friday 27 <sup>th</sup> June 2025
<u>Second stage:</u>	To be confirmed

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