



## Job Description

### **Community Builder (evenings/overnights)**

#### **Social Bite Village**

**Full time and part-time posts available**

#### **This is a new position**

To enable the village to be staffed 7 days a week, we are now looking for evening and waking-overnight staff:

**Evening/overnight opportunities:** 12 hour shifts 8pm-8am (evening & waking night shift) - number of nights negotiable

#### **About Cyrenians:**

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.

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## **1 General**

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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.

Community Builders will enable participation, motivate and encourage residents. They will help to develop a sense of community by facilitating a range of opportunities all geared towards independent living skills e.g. cooking, gardening, household chores as well as vocational, learning and social opportunities. Community Builders will work closely with skilled key-workers ensuring residents are given every opportunity to successfully maintain their journey towards personal change and independent living.

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## **2 Tasks and Responsibilities**

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### **Enabling Participation**

- You will liaise regularly with KeyWork staff regarding the support and development plan for of each resident at the village.
- You will support residents to engage in activities that will help them achieve their personal goals and aspirations.
- You will actively support the delivery, evaluation and development of a WellBeing Programme that provides an environment for residents to learn independent living skills such as cooking, money management, lifestyle balance and more.
- You will work with residents to develop informal social and recreational activities that will enhance village life and well-being.
- Support residents to keep to new commitments such as volunteering, learning, and training
- Provide regular feedback to staff regarding the observed progress of residents against planned outcomes.
- Work closely with staff and volunteers to create a pleasing and supportive environment for all.

## **Champion the theory of the Cyrenians Community model**

- Use a facilitative approach to support the life of the community.
- Support the development of additional activities and therapeutic interventions as/when funding and resources allow.
- Support maximised engagement from all community members in the planning and running of village life.
- Maintain a knowledge of Cyrenians Enterprises to identify opportunities for volunteering, training and work experience for residents.
- Work with the Service Manager and Key Work staff to assess and manage the risks associated with challenging behaviour.
- Respond positively to any issues and support residents to maintain their tenancies.
- Contribute to the development of a Village Community handbook.
- Ensure knowledge is exchanged within the team to maximise opportunities for development and best practice.

## **Volunteer Management**

- Support Key Work staff to create a team of volunteers who will support and enhance village community life.
- Help identify volunteer roles, and participate in the recruitment, training and retention of volunteers.

## **Monitoring and Evaluation (M&E)**

- 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.

## **Specific to Nightshifts**

- You are required to be awake during night-shifts
- Lone working practice will apply during the night-shift including support by an external security company
- During the early part of the shift you will engage in facilitative activity in the hub
- Your key duty for the remainder of the night will be to provide well-being support to residents should the need arise e.g. emotional support, crisis support

- Additional night time duties will include admin tasks, M&E, preparation for well-being activity, marketing activity, cleaning and managing general hub presentation

### **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.

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## **3 Person Specification**

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<b>Knowledge and Experience</b>	
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/or group settings	Essential
Group work skills including facilitation, team building and personal development activities	Essential
Commitment to quality assurance and high standards in service delivery	Essential
<b>Skills</b>	
Excellent IT skills	Essential
Excellent organisational skills	Essential
Good written communication skills	Essential
<b>Qualifications and training</b>	
NC level or equivalent	Essential
<b>Values and attributes</b>	
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

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## **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>	12 hour shifts 8pm-8am (evening & waking night shift) - number of nights negotiable
<u>Annual Leave</u>	7 weeks including public holidays (pro-rata)
<u>Salary:</u>	SCP15-19: £18,023 – £19,758 per annum for 37-hours, pro rata for part time.
<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% 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>	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.
<u>Disclosure:</u>	PVG scheme membership required

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

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<u>Closing date:</u>	Noon on Monday 30 <sup>th</sup> April 2018
<u>Interview date:</u>	Wednesday 9 <sup>th</sup> May 2018
<u>Stage 2 date:</u>	TBC