

Job Description

Key Worker, Cyrenians Farm Community

This post is fixed term for 1 year in the first instance

For 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

Cyrenians has three residential communities which provide accommodation and support to vulnerable young people. The purpose of the Communities 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 with the key outcomes being:

- To significantly increase the ability of vulnerable young people to live more independently in the future; including reducing and, where possible, ending dependency on housing support.
- To increase the contribution residents make to wider society through volunteering and, if possible, formal work experience and training.
- To improve the ability by residents to access community resources and networks such as libraries, GPs, social activities etc.

The Farm Community is based in West Lothian, and provides accommodation for up to 8 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.

This role combines key work support to residents and guidance to volunteers. Alongside these, the key worker will work to ensure that Cyrenians Community Model is adhered to and developed; and that the quality of service provides remains high.

2 Tasks and Responsibilities

Support young people in the communities

- Provide support in line with the Cyrenians Key Worker Practice Model.
- Carry out assessments of people referred to the Communities.
- Provide an induction to new Community members.
- Provide regular support 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 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 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, and Crighton Place 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 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

- 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 8 (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 all Communities.
- On-Call Support is remunerated separately.

3 Person Specification

Knowledge and Experience	
Excellent interpersonal skills	Essential
At least 2 years experience of working with vulnerable young people in one-to-one and group settings	Essential
Group work skills including facilitation, team building and personal development activities	Essential
Enable young people to move into learning and training, whatever their presenting issues	Essential
Experience of working with volunteers	Desirable
Following policies and procedures to implement best practice	Essential
Use of organisational systems to monitor progress and demonstrate impact	Essential
Assess, manage and take calculated risks with vulnerable young people	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Excellent IT skills	Essential
Excellent organisational skills	Essential
Liaising with referring organisations and other professional networks	Essential
Marketing and managing knowledge in a small team	Desirable
Qualifications and training	
SVQ level 3 or above; or other relevant qualification / equivalent experience, and a willingness to work towards obtaining SVQ 3	Essential
Counselling, facilitation, mediation or Coaching qualification	Desirable

Values and attributes	
Passionate about enabling vulnerable young people to overcome problems and reach their potential	Essential
Calm, strong and positive in dealing with difficult situations including crisis and conflict	Essential
Motivate young people to be active, positive and constructive	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Committed to supporting the Service Manager to develop the Communities	Essential
A positive, pragmatic team member	Essential
Committed to young people learning and training	Essential
Committed to working within the Cyrenians Key Worker Practice Model and undertaking additional related training	Essential
Committed to service excellence and continuous improvement	Essential
Good written communication skills	Desirable
A facilitative approach to handling situations	Desirable

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Senior Key Worker
<u>Liaison with:</u>	Cyrenians Social Enterprises and Learning and Work Services
<u>Workplace:</u>	Cyrenians Farm, West Lothian
<u>Working Hours:</u>	24 hours per week
<u>Annual Leave</u>	25 days + 10 public holidays pro rata
<u>Salary:</u>	SCP20-24: £20,798 – £23,256 per annum pro rata Starting salary will be SCP20. This equates to a pro-rata salary of £13,490 for a 24 hour week
<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>Start Date</u>	Proposed start date to be ASAP
<u>Funding:</u>	This post is offered for a fixed term of 1 year in the first instance.
<u>Disclosure:</u>	PVG membership is required

5 Application deadline and Interview dates

Closing date: **9am** Monday 3rd December 2018
Interview date: Monday 10th December at Farm Community
Second stage: To be confirmed

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