

Job Description

Night Community Builder (evenings/overnights), Cyrenians Communities, Social Bite Village

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

Evening/overnight opportunities: 12 hour shifts 8.15pm-8.15am (evening & waking night shift) – 3 nights per week (36 hours)

Fixed contract to 31 October 2019

About Cyrenians:

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

Providing a home for up to 20 people affected by homelessness, the Village was founded by Social Bite who partnered with Cyrenians to provide the on-site 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 that supports Community members to live, learn and develop together.

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.

Night Community Builders will enable evening 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. 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.

2 Tasks and Responsibilities

Specific to Nightshifts

- You are required to be awake during night-shifts, however this might change to sleepovers in line with the service requirements
- Lone working practice will apply during the night-shift including remote support
- During the early part of the shift (8:15 pm-11pm) you will engage in facilitative activities 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 and 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.

Enabling Participation

- You will liaise regularly with Key Work staff regarding the support and development plan for each resident at the village. Support will be offered in line with key objectives identified through keywork and tracked using an action plan.
- You will support residents to engage in evening activities that will help them achieve their personal goals and aspirations.
- You will support the delivery, evaluation and development of a Wellbeing Programme that provides an environment for residents to develop their independent living skills such as cooking, money management, lifestyle balance and more.
- You will encourage community members to participate in community life and to make their voices heard in key decisions about the Village.

- 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, employment 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 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 Support

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

3 Person Specification

Knowledge and Experience	
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)	Desirable
At least 2 years of experience working with vulnerable people in one to one and/or group settings	Desirable
Group work skills including facilitation, team building and personal development activities	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Ability to build trusted relationships and encourage participation in community life	Essential
Skills	
Excellent IT skills	Essential
Excellent organisational skills	Essential
Good written communication skills	Essential
Qualifications and training	
SVQ 2 in Health and Social Care or equivalent	Essential
First Aid training	Desirable
Values and attributes	
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	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Senior Keyworker
<u>Liaison with:</u>	Cyrenians Communities Team

<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	36 hours per week. 12 hour shifts 8:15pm-8:15am (evening & waking night shift) – 3 nights per week
<u>Annual Leave</u>	7 weeks per year including public holidays (pro-rata)
<u>Salary:</u>	£18,334 – £20,641 per annum for a 36 hour week (SCP15-19 pro rata).
<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>	Fixed contract to 31 October 2019.
<u>Disclosure and registration:</u>	PVG scheme membership required. Applicants must be registered or eligible for registration with the SSSC.

5 Application deadline and Interview dates

<u>Closing Date:</u>	12 noon on 29 th April 2019
<u>Interview Date:</u>	8 th or 9 th May 2019
<u>Second Stage:</u>	TBC