

<b>Job title</b>	<b>Employment &amp; Supported Volunteering Project Worker</b>
<b>Salary</b>	<b>£ 24,684</b>
<b>Responsible to</b>	<b>Services Manager</b>

## Role Summary

As a member of Wintercomfort's Project Worker Team, reporting to the Services Manager the Employment & Supported Volunteering Project Worker is responsible for developing and delivering Wintercomfort's range of welfare services and social, learning, and work opportunities aimed at supporting individuals out of the spiral of homelessness and back into mainstream society.

## Purpose of the job

The Employment & Supported Volunteering Project Worker role is to ensure that Wintercomfort can meet its objectives of supporting the homeless and vulnerably housed in Cambridge to make positive changes in their lives. In addition to the day to day running of the day centre the role holder will oversee Wintercomforts delivery of employability services, supported volunteering and work placements.

## Key Responsibilities

To carry a caseload of clients providing client centred support that supports Service Users welfare needs, social, learning, and work opportunities aimed at supporting individuals out of the spiral of homelessness and back into mainstream society.	
To be a member of the project worker team running the day centre 7 days a week providing a welcoming and safe environment in which welfare and learning and development services can be delivered.	
To support the delivery of Wintercomforts welfare service enabling access to essential facilities needed by those sleeping rough and vulnerably housed to live with dignity and respect and move into a more settled way of life.	
To support the delivery of Wintercomforts learning and development service providing opportunities for service users to access to employment, learning and cultural opportunities that help promote self development	
To support Wintercomforts social enterprises by providing encouragement and support to Wintercomforts service user to engage in the volunteering, learning and employment opportunities available.	
To support the reception team to deliver a welcoming and consistent service that provides the first point of contact to service users and visitors to the centre.	
Manage the delivery of Wintercomfort's employability service ensuring that employability support is of a high standard and suitable to the needs of Wintercomfort's service users.	

JD – Employment & Supported volunteering PW	Reviewed by Donna-Louise Cobban	Date: May 2020
---	---------------------------------	----------------

Manage the 'back to work' fund for Services Users to ensure they have the practical resources they need to get into and remain in work.	
Support the management, development and running of Wintercomforts work placements schemes with our external placement providers.	
Manage Wintercomforts supported volunteering scheme managing and supporting appropriate placements that encourage their development.	
Encourage and enable service users to access external further education, skills and training programmes, including full-time and part time courses as well as other learning and development opportunities.	
Ensure that accurate records are kept to document the support service provided to Wintercomforts service users.	
Ensure that record keeping meets the requirements of internal and external monitoring of outcomes, assisting with reports to funders and supplying timely information to support funding applications.	
Note - this is not an exhaustive list and you may be required to perform other reasonable duties as assigned by the Services Manager and/or CEO.	

## Person specification

Criteria	Description	Essential or Desirable
<b>Experience</b>	Previous experience of support work that effectively engages individuals with opportunities for self-development.	E
	Experience of supporting vulnerable people with complex support needs to make positive changes in their lives.	E
	An understanding of substance misuse, mental health and issues associated with social exclusion.	E
	Experience of delivering advice, guidance and employability support to individuals.	E
	Knowledge of local volunteering and informal learning opportunities.	D
	Knowledge of local services for homeless and vulnerably housed people.	D
	Experience of managing projects providing opportunities for placements and personal development.	D
	Experience of volunteering and supporting vulnerable people to volunteer.	D
Experience of successful fundraising.	D	

<b>Skills</b>	Effective IT skills including Word, Excel & Outlook	E
	Strong verbal and written communication skills.	E
	Strong co-ordination and organisational skills.	E
	A constructive, flexible and positive approach towards working with vulnerable excluded people.	E
	Willingness and ability to work flexible hours including weekends.	E
<b>Qualifications</b>	Educated to Degree level or equivalent	D
	Level 3 qualification in Careers, Advice and Guidance.	D

## Terms and Conditions

<b>Location</b>	Overstream House or at other locations within Cambridge
<b>Working pattern</b>	Monday to Friday with occasional weekend work
<b>Hours of work</b>	37.5 per week
<b>Length of appointment</b>	Permanent
<b>Probation period</b>	3 months
<b>Annual leave</b>	25 days (pro-rata for part time posts)
<b>Pension eligibility</b>	Yes

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. We will ask to see original paperwork confirming your right to work in the UK.

This role requires a basic an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by Wintercomfort for the homeless.

## General Information

Wintercomfort works with people who are homeless, at risk of homelessness or with a history of homelessness. We provide services to aid every stage of recovery - from immediate basic welfare needs to long term help in identifying and dealing with the problems which are undermining their stability, and enabling them to engage with education, employment and specialist health services. National statistics rank the numbers of rough sleepers in Cambridge within the highest 20 UK local authorities.

For further information about us please visit [www.wintercomfort.org.uk](http://www.wintercomfort.org.uk)

## What can Wintercomfort offer?

One of our core values at Wintercomfort is to recognise and reward our staff as our greatest asset. We realise that it's our people who have helped us to become a well-respected charity that helps to make a positive change to homeless people's lives. We want to continue to deliver excellent, relevant services for the homeless in Cambridge by attracting and retaining talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Benefits** – You will be eligible for benefits and services, including pension scheme, death in service benefit and tax-efficient bicycle lease and childcare vouchers.
- **A supported work environment** - You will receive a comprehensive induction and you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs. You will be expected to have developed the skills to fulfil all role requirements within this period. Appropriate performance expectations and objectives will be discussed, agreed and reviewed regularly with your Line Manager so that your performance can be measured against these.
- **Training**- We recognise the importance of having a motivated and effective staff team. We offer on-going training to support you in your role.

JD – Employment & Supported volunteering PW	Reviewed by Donna-Louise Cobban	Date: May 2020
---	---------------------------------	----------------



Overstream House, Victoria Avenue,  
Cambridge CB4 1EG

01223 518140  
info@wintercomfort.org.uk

[wintercomfort.org.uk](http://wintercomfort.org.uk)

### **Equality of Opportunity at Wintercomfort**

We are committed to a proactive approach to equality, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

### **Job Description Review**

From time to time, this job description will be reviewed in line with the requirements of the work and organisational development. The post holder will have full opportunity to discuss this and be active in any changes and developments.

JD – Employment & Supported volunteering PW	Reviewed by Donna-Louise Cobban	Date: May 2020
---	---------------------------------	----------------