



## Job Description

### Centre Project Worker – Locum

<b>Starting Salary:</b>	£10:08 per hour
<b>Hours:</b>	Saturday and/or Sunday 8:00am-2:30pm
<b>Annual Leave:</b>	25 days earned pro-rata
<b>Responsible to:</b>	Senior Project Worker
<b>Location:</b>	Overstream House, Victoria Avenue, Cambridge, CB4 1EG

---

#### Job Purpose:

To welcome new clients to The Centre, carry out an assessment of their needs and skills, signpost clients to specialist services as required and advise them of learning and development opportunities at The Centre and in the community.

The post holder will support delivery of a programme of activities, courses and environments designed to enable homeless and formerly homeless people

- \* to improve levels of self esteem and motivation through participation in activity, employment, training, education, leisure and volunteering
- \* to develop their basic, social and employment related skills through activity, employment, training, education, leisure and volunteering
- \* to encourage clients to act as mentors for each other
- \* to support access to activity within the community creating opportunities for engagement with mainstream providers and local communities

The post holder will support delivery of both a welfare service between 8.30 – 10.00am (to include access to breakfast, laundry & washing facilities) and the learning and development service between 10.00 – 14:00.

JD – Locum Project Worker	Reviewed by Donna-Louise Cobban	Date: March 2019
---------------------------	---------------------------------	------------------

**Specific Tasks:**

1. Support and assist clients to draw up a detailed personal action plan for skills development.
2. To research and identify funding streams to support current service delivery and development of Wintercomfort's activity programme.
3. Encourage and enable clients to access further education and skills, training opportunities, including both full-time and part-time courses and evening classes as well as other learning and development projects.
4. Encourage individual clients to act as mentors for their peers.
5. Review client' progress with them on at least a quarterly basis in relation to their action plan.
6. Keep records as required.
7. To maintain an individual file on all allocated clients, including the action plan, and ensure that all activity sessions and other interventions and outcomes are recorded
8. To maintain a safe and welcoming environment in The Centre and, as a member of the staff team, to deal with any breaches of policy or of the code of conduct.
9. To support both clients and other people from the local community who volunteer at Wintercomfort
10. To provide sport and recreational activities for the service users of Wintercomfort.

**Other duties:**

- To work as part of the Wintercomfort staff team and to represent the organisation in multi-agency meetings and other external events as required.
- To work within the organisation's agreed policies and procedures at all times
- To keep fully informed of current homelessness issues and trends and respond accordingly
- To deal with any administrative tasks, such as telephone/answer phone messages, record keeping, filing, etc in an organised and tidy manner

JD – Locum Project Worker	Reviewed by Donna-Louise Cobban	Date: March 2019
---------------------------	---------------------------------	------------------

- ❑ To undertake any practical service delivery tasks as and when required
- ❑ To be prepared to undertake tasks usually assigned to other staff (paid or volunteer) in their absence
- ❑ To provide additional help to reception, kitchen and volunteer staff as and when required
- ❑ To carry out any other duties which may, from time to time, be required

### **Person Specification**

#### **Essential**

- ❑ Previous experience of one-to-one &/or group work that effectively engages individuals with opportunities for self-development
- ❑ An understanding of substance misuse, mental health and issues associated with social exclusion
- ❑ Knowledge of local community based education, volunteering and informal learning opportunities.
- ❑ Strong verbal and written communication skills
- ❑ Strong co-ordination and organisational skills
- ❑ A constructive, flexible and positive approach towards working with vulnerable excluded people
- ❑ Willingness and ability to work flexible hours
- ❑ A sound understanding of risk assessment/management

#### **Desirable**

- ❑ A knowledge of Cambridge and its services for homeless and vulnerable people
- ❑ Experience working with those that have experience of homelessness.
- ❑ A sound understanding of health and safety regulations
- ❑ Understanding of Key Performance Indicators

JD – Locum Project Worker	Reviewed by Donna-Louise Cobban	Date: March 2019
---------------------------	---------------------------------	------------------