

<b>Job title</b>	<b>Receptionist</b>
<b>Salary</b>	<b>£21,395</b>
<b>Hours of Work</b>	<b>32.5 hours per week. Monday to Friday, 8am – 3pm</b>
<b>Length of Appointment</b>	<b>Permanent</b>
<b>Probation Period</b>	<b>3 months</b>
<b>Annual Leave</b>	<b>25 days plus Bank Holidays (pro rata)</b>
<b>Pension Eligibility</b>	<b>Yes</b>
<b>Responsible to</b>	<b>Services Supervisor</b>

### **Role Summary**

As a member of Wintercomfort's Project Worker Team, reporting to the Services Supervisor, the Receptionist is responsible for ensuring that the first impression of Wintercomfort is of a safe, clean, respectful and welcoming environment to all who enter the building. They will also undertake a series of administrative and inter-personal tasks promptly, often needing to make quick, yet thoughtful, decisions under pressure.

The Receptionist role is to ensure that communication within the centre is effective and efficient, liaising closely with colleagues across all departments regardless of level of responsibility or expertise. In addition to the day to day running of reception the role holder will also support the project staff in a variety of other operational tasks throughout the day.

## Key Responsibilities

To provide Front of House support, phone support and administration.
To check the answerphone and pass on messages promptly and with all relevant details. Ensure reception is tidy, posters relevant and floor clear of donations.
To ensure all individuals are signed in with arrival times, recorded on In-Form and that relevant staff are told of the arrival of visitors.
To receive and redistribute mail and deliveries.
To ensure all data and individual support interventions are recorded on In-Form on a daily basis.
To ensure bags are stored safely and reception is cleared and abandoned bags removed and dated at the end of the day.
To be a member of the project worker team, providing a welcoming and safe environment in which welfare and learning and development services can be delivered.
To ensure that accurate records are kept to document the support service provided to Wintercomfort's service users and to work within the agreed policies and procedures at all times.
To work in partnership with other organisations to deliver or to facilitate the delivery of services to meet the needs of service users.
Note - this is not an exhaustive list, and you may be required to perform other reasonable duties as assigned by the Services Supervisor, Services Manager and/or CEO.

**Person specification**

Criteria	Description	Essential or Desirable
<b>Experience</b>	<p>Previous experience of support work that effectively engages individuals with opportunities for self-development.</p> <p>Experience of supporting vulnerable people with complex support needs to make positive changes in their lives.</p> <p>An understanding of substance misuse, mental health and issues associated with social exclusion.</p> <p>Knowledge of local services for homeless and vulnerably housed people.</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
<b>Skills</b>	<p>Effective IT skills including Word, Excel &amp; Outlook</p> <p>Strong verbal and written communication skills.</p> <p>Strong co-ordination and organisational skills.</p> <p>A constructive, flexible and positive approach towards working with vulnerable excluded people.</p> <p>Effective time management skills and ability to prioritise and manage a varied workload</p> <p>Willingness and ability to work flexible hours including occasional weekends.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<b>Qualifications</b>	<p>Health and Social Care or relevant diploma.</p>	<p>D</p>

## 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 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.

## 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 postholder will have full opportunity to discuss this and be active in any changes and developments.