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| Job title | Locum Project Worker |
| Salary | £10.50 per hour |
| Hours | 08.00 – 13.30 Saturday and/or Sunday |
| Annual Leave | Calculated pro rata based on a full time equivalent of 25 days per year |
| Responsible to | Services Supervisor |
| Location | Overstream House, Victoria Avenue, Cambridge, CB4 1EG |

Role Summary

As a member of the Project Worker Team, reporting to the Services Supervisor, the Locum Project Worker will principally be required to provide a warm welcome to people visiting Wintercomfort. The post holder will spend time interacting and chatting with service users, helping to facilitate a relaxed and positive environment.

In addition, the Locum Project Worker will provide some welfare support during breakfast and lunch service, help with laundry services and the delivery of recreational activities as required.

Key Responsibilities

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| To help prepare the centre before opening for drop-in access. |
| To provide a warm welcome to people arriving at the centre and to carry out needs assessments with first time visitors. |
| To support people with access to welfare services including laundry facilities and clothing as required. |
| To support people to access telephones and computers at the centre. |
| To support people with information and fact-finding relating to other support services. |
| To ensure that kitchen staff are supported to deliver the breakfast and lunch service. |
| To facilitate and encourage engagement in conversation and social/recreational activities including quizzes and games. |
| To maintain a safe and welcoming environment in the centre and to deal with any breaches of policy or of the code of conduct. |
| To ensure that accurate records are kept to document the support service provided to Wintercomforts service users. |

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 Director.

| Criteria | Description | Essential or Desirable |
|-------------------|--|------------------------|
| Experience | Experience of working with 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 |
| | Knowledge of local services for homeless and vulnerably housed people. | D |

| Criteria | Description | Essential or Desirable |
|---------------|---|------------------------|
| Skills | Strong verbal and inter-personal communication skills. | E |
| | Strong co-ordination and organisational skills. | E |
| | A constructive, flexible and positive approach towards working with vulnerable excluded people. | E |
| | A calm and resilient outlook when encountering challenging situations. | E |
| | Excellent time-keeping and reliability. | E |

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

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 post holder will have full opportunity to discuss this and be active in any changes and developments.