

Job title	Women's Project Worker
Salary	£ 27.000 to £28.000
Responsible to	Women's Project Supervisor

Role Summary

As a member of Wintercomfort's Project Worker Team, reporting to the Women's Project Supervisor, the Women's Project worker is responsible for delivering Wintercomfort's specialist range of 1:1 and group support aimed at empowering female Service Users to move out of the spiral of homelessness and back into mainstream society.

Key Responsibilities

To carry a caseload of female Service Users, providing 1:1 emotional support & guidance on a variety of issues to improve self-esteem, self-confidence and general wellbeing.
To provide a wide range of engaging opportunities to access practical support on a 1:1 basis, such as basic life skills. To work with the Project Worker team to ensure female Service Users have access to other specialist practical support.
To provide an inclusive and supportive range of female only group activity weekly.
To support the engagement of female service users with training and volunteering opportunities via internal and external opportunities.
To support with financial issues such as benefits, grants, court fines, rent arrears, utilities and customer credit debt.
To prepare and deliver range of activities in relation to money management including income maximalisation and managing expenditures.
To support victims of domestic violence through accessing helplines, pathways and safeguarding referrals.
To ensure that accurate records are kept, to document the support services provided to Wintercomfort's service users. To ensure that record keeping meets the requirements of internal and external monitoring of outcomes, assisting with reports and case studies to funders.
Note - this is not an exhaustive list and you may be required to perform other reasonable duties as assigned by the Women's Project Supervisor, Services Manager and/or CEO.

Person Specification

Criteria	Description	Essential or Desirable
Experience	Previous experience of support work that effectively engages individuals with opportunities for self-development.	D
	Experience of supporting vulnerable people with complex support needs to make positive changes in their lives.	D
	An understanding of substance misuse, mental health and issues associated with social exclusion.	D
	Experience of delivering advice and guidance support to individuals.	D
	Knowledge of local volunteering and informal learning opportunities.	D
	Knowledge of local services for homeless and vulnerably housed people.	D
	Experience of supporting vulnerable people to volunteer.	D
	Effective IT skills including Word, Excel & Outlook	D
	Strong verbal and written communication skills.	E
	Strong co-ordination and organisational skills.	E
Skills	A constructive, flexible and positive approach towards working with vulnerable excluded people.	E
	Experience of and ability to work with boundaries.	E
	Willingness and ability to work flexible hours	E
		D

Terms and Conditions

Location	Overstream House or at other locations within Cambridge
Hours of work	37.5 hour per week
Length of appointment	Permanent
Probation period	6 months
Annual leave	25 days plus bank holidays
Pension eligibility	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 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.

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.
- **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 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.

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