



JOB DESCRIPTION

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| Job Title: | Homeless Prevention Co-ordinator, The Shed |
| Reporting to: | Targeted Adults Services Manager |
| Location: | Acton Square/Hybrid Working |
| Hours: | Full-time (35 hours per week) £22,000 per annum, 6% pension (Job share applications welcomed) |
| Contract: | 24 months Fixed Term Contract |

Introduction

Salford Foundation wishes to recruit a Homeless Prevention Co-ordinator to empower and support vulnerably housed and socially isolated men in Salford who are at risk of becoming homeless. The Co-ordinator will provide emergency and crisis support, advocacy, coaching & mentoring, welfare assistance, services and support. They will enable and empower beneficiaries to develop a range of transferable skills including: personal budgeting, money management and independent living to build resilience, manage their housing and plan for the future.

The Homeless Prevention Co-ordinator will provide outreach, triage needs, develop and jointly agree action plans, review progress against agreed outcomes. They will design and deliver group-based workshops around key themes and barriers that men in Salford face as well as helping beneficiaries to navigate housing options and specialist support. The Co-ordinator will also work closely with our new Volunteer Manager to design, develop, deliver and/or facilitate an engagement and enrichment programme for beneficiaries using corporate volunteers.

The project is designed to be flexible to meet the needs of all men aged 18+.including vulnerably housed men, socially isolated men, men on probation and ex-offenders. This includes men in temporary accommodation, social housing and private housing. The length of engagement and support on the project will be dependent on the barriers and needs of the men and will vary from 1-3 months.

Key tasks and responsibilities

- To provide triage assessment, needs & risk assessment, action and support plans to meet men's needs and prevent homelessness
- To provide one to one coaching, mentoring, advocacy, support and signposting, enabling men to overcome barriers
- To deliver a trauma responsive and strengths-based approach to working with men, building confidence and resilience
- To track individual men's needs and their progress towards the achievement of agreed outputs and outcomes measures, using STAR outcomes, other tools and systems
- To design and deliver a programme of engagement activities and workshops for men based around key themes and needs and working closely with the Volunteer Manager and Corporate Volunteers
- To develop and manage referral pathways and protocols internally with Salford Foundation and externally with other agencies
- To recruit and engage eligible men from the target group and promote success stories on social media
- To engage in multi-agency and partnership work with criminal justice, statutory and VCSE agencies to co-ordinate holistic and specialist support to prevent homelessness
- To establish systems for consultation and feedback from beneficiaries, volunteers, staff and from referral partners and multi-agency colleagues
- To record accurate and timely monitoring information in line with GDPR to support the management information and reporting requirements of the grant agreement and the submission of agreed reports to the Senior Management Team
- To implement and comply with all Salford Foundation's policies, including: GDPR, Equality & Diversity, Safeguarding Policy, Health & Safety and other procedures
- Any other duties reasonably required by Salford Foundation's Senior Management Team

Person Specification

Knowledge

- Understanding of the needs and challenges facing men who are homeless and/or at risk of homelessness,
- Knowledge of the range of statutory and VCSE support services including welfare benefits, debt advice, housing, available for Greater Manchester
- Robust working knowledge of safeguarding procedures and policies
- Understanding of risk management when working with offenders and people on probation

Experience

- Experience of working with vulnerable and socially excluded men with complex needs
- Experience of delivering face to face and one to one support to adults
- Experience of designing and delivering group-based engagement activities and workshops
- Experience of working with volunteers and corporate partners (desirable)
- Experience of multi-agency partnership working and safeguarding

Skills

- Excellent written communication and interpersonal skills
- Demonstrable ability to engage and achieve impact with vulnerable men with complex needs
- Ability to plan and organise your own workload and work remotely
- Ability to use ICT packages, including Microsoft Office & Microsoft Teams
- Ability to work as part of a wider team and develop partnerships with agencies
- Ability to work to targets and report on performance

Values and Attitudes

- Fully committed to Salford Foundation's Core Values
- Fully committed to valuing equality and diversity, challenging prejudice and discrimination and overcoming barriers and barriers to participation
- A 'can do' attitude; focused on solutions, not problems
- A commitment to your own personal and professional development

Special Conditions

- The successful candidate will be subject to an enhanced level DBS check
- The post holder must have a full current driving licence and have a car available to be used for business purposes
- The successful candidate may be expected to work occasional evening and weekends for which time will be given back in lieu

Welcome to our team!

As a valued member of our team, you get:



6% Pension Contribution

We contribute a generous 6% of your annual salary into your pension scheme (double the legal requirement)



Holidays

23 days off per year + 8 bank holidays. You'll get an extra day's holiday for each year you work with us (up to a max of 30 days). *Pro-rata for part-time staff*



Travel

Your car is important to you and us – keep it safe in our free, secure on-site car park at our main office. We pay 45p per mile when you're driving as part of your job. You can also get help towards the cost of a new bike with the Cycle to Work scheme.



Happy Birthday!

Enjoy your birthday with an extra day off and £10 to spend at [amazon.co.uk](https://www.amazon.co.uk) as a gift from us.



Freebies, deals & discounts

Free access to 100's of discount codes at [charityworkerdiscounts.com](https://www.charityworkerdiscounts.com) You can also access further deals and discounts through [priority.o2.co.uk](https://www.priority.o2.co.uk)



Happy Christmas!

Celebrate the successes of the year at our free staff meal. Also, we're closed over the Xmas period so you get a proper break, (using 3 days' holiday). ☺ Enjoy

Hybrid and flexi working

For most roles, you will only be required to work from the office 2 days out of 5. You can work from home on the other days. Enjoy further flexibility on your start and finish times and the length of your lunch with our flexi working arrangements. All of this is great for your work-life balance.

Your opinion matters

We have an active Workplace Engagement Group and other opportunities to influence and change our charity. We have a staff-led Equality, Diversity and Inclusion Group and conduct an annual staff survey.

Make a Difference

Be a part of changing people's lives for the better every day you come to work! 98% of our team say they are proud or very proud of the difference their work makes. (Staff survey, 2022).

Stay Healthy

Your health and wellbeing matter to us. You can take a 'wellbeing hour' during work hours each week. We run regular wellbeing activities and you can be supported to create your own wellbeing plan. Counselling support is also available when life or work gets particularly challenging.

Stay Social

We hold regular social events and lunchtime activities. We also have an annual staff Away Day.