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**Post: Development Worker: Project name tbc** (possibly Positive Steps)

**Contract:** Three years (initially, further funding will be sought if the work develops positively)

**Hours:** Full time: 35 hrs p/w OR job share eg. 2x 18.5 hours pw

**Salary:** £24,000 pro rata (plus 10% pro rata pension contribution)

**Location:** Nottinghamshire- home based, county-wide, with office space available in Lenton, Nottingham

**Line Management:** Reporting to Transforming Notts Together Chief Officer

**Transforming Notts Together**: (TNT) was set up in 2012 jointly by the Church Urban Fund (CUF) and the Diocese of Southwell and Nottingham. Our vision is a society free from poverty and isolation where people are able to thrive. We contribute to this by inspiring, connecting and equipping churches in Notts as they help people break free from poverty and isolation arising from injustice and inequality. See https://transformingnottstogether.org.uk.

We are a small and friendly team based around Notts who are all very passionate about what we do. We offer flexible working with a mixture of home working and meetings around the county including face to face team meetings in Nottingham, as well the option of using our Nottingham-based office.

We operate as part of the Together Network (www.togethernetwork.org.uk)- a network of around 20 members who connect together to share resources, support, and work jointly on various pieces of work such as Places of Welcome.

The Together Network is a subsidiary of the Church Urban Fund (www.cuf.org.uk) who will be overseeing this programme. This role will be based in our local Notts team, but also working closely with our partners.

**The Programme**

Funded by The Allchurches Trust, Positive Steps (name tbc) is a volunteer-led homelessness prevention programme launching in Spring/Summer 2022, specifically designed to help people in insecure housing or at risk of homelessness to move forward in life.

The programme will initially be delivered through TNT in Nottingham, and partners in Manchester and Plymouth, with hopes to expand to additional locations at a later stage. It aims to support clients with low and mid-level needs who would benefit from support from Volunteer community mentors providing both emotional and practical support. The aim will be to help clients overcome social isolation and related barriers to tenancy sustainment by building long-term relationships, connecting people with activities and opportunities in their community and providing practical support through the ups and downs of recovery from homelessness or insecure housing. Volunteers will tailor their support to the unique needs of each individual, working alongside other existing local provision and services for holistic support.

**The Role**

We are looking for an experienced, motivated and organised individual to take this work forward in Nottinghamshire. We will be working in partnership with churches and existing homelessness support structures across the county (not including city initially) to develop an additional layer of support for those at risk of losing their tenancies through befriending.

The post holder will be will be working with our TNT team, partners in Manchester & Plymouth, and the national Programme Manager, to shape this from the beginning.

The aim is that over the 3 years current funding, we will grow this work across the county, most likely starting in Ashfield, Mansfield and either Bassetlaw or Newark & Sherwood. TNT already have many connections across these areas, which we also hope to grow through this work.

**General responsibilities:**

* Operate as part of the wider TNT team, giving mutual support as needed and promoting all areas of our work.
* Operate as part of the Positive Pathways national team, reporting, sharing learning, training and resources.
* Building and developing relationships with key stakeholders including churches, Local Authorities & homeless support services with a view to receiving referrals from them.
* Identifying, recruiting, equipping and supporting local volunteers.
* Adhering to and improving policies and safeguarding as needed.

**Key responsibilities:**

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| **Volunteer & Client Recruitment** |
| * Being proactive in promoting this work to local service providers to find referrals |
| * Attend and speak to churches and community groups to recruit volunteers. |
| * Promote and communicate the programme via TNT social media and other platforms. |
| * To monitor progress and outcomes: working with others to be continually building on and improving our work and meeting our targets in volunteer & client recruitment |
| **Volunteer & Client applications** |
| * Supporting clients or referring organisations with the application process. |
| * Conducting volunteer interviews. * Processing volunteer references and DBS checks (DBS work may be out sourced). |
| * Conduct client suitability assessment/interviews and update risk assessments as needed. |
| * Arrange volunteer training workshops (these will be co-written with partners) |
| * Deliver volunteer inductions and on going support |
| * Match and coordinate Volunteer Client introductions. |
| **Volunteer & Client Ongoing Support** |
| * Respond to any safeguarding or other stakeholder concerns as appropriate. |
| * Providing 1:1 supervision to check in with volunteers on a regular basis * Carrying out regular check in reviews with clients (and referral organisations if needed). * Support mentoring relationships, being on call if required (tbc- we are exploring contracting an external out of hours provider for emergencies). |
| * Supporting volunteers with volunteer admin, such as expense claims and submitting reports. |
| * Organising regular volunteer events |
| * Sensitively managing client or volunteer disengagement. * Maintain a calendar of Volunteer-Client meetings. |
| **Project Support** |
| * Answering potential and existing volunteer enquiries. |
| * Representing the charity in various meetings both internally and externally. |
| * Maintaining an awareness of what is going on in other aspects of TNT and our partners. |
| * Attend and participate in team meetings and training. |
| * Prepare reports and updates as needed |
| * Support in the design and delivery of additional programme features. |
| * If/ where needed compiling and sharing signposting info with churches and community groups if they come into contact with someone at risk of losing their home * Supporting churches to consider how best to support people who homeless or at risk of being locally |

**Essential requirements:**

An understanding of the main reasons people may find themselves in unstable tenancies/ rough sleeping and the barriers they may face

Experience of communicating and networking with people from a wide range of backgrounds

Appreciation and understanding of the role that churches and Christian communities can play in alleviating homelessness

Good communication skills, both verbal and written

Work or voluntary experience in a community organisation or church

Confident and sensitive in understanding confidentiality, safeguarding, health and safety and equality and diversity, and experience of carrying out risk assessments

Ability to build relationships with clients and volunteers and undertake matching in a sensitive manner.

Ability to work well as part of a team and independently

A self-starter- able to work flexibly and with attention to detail

Passionate about volunteering and committed to giving our volunteers and clients the best possible experience

Willingness to work outside of contracted hours both with advanced notice and in the case of emergencies (TOIL or ‘on call’ payments available).

Competent use of IT, including Microsoft packages, databases, zoom and social media

To be able to embrace change as this project develops over time.

Up to date driving license and use of a car

**Desirable:**

Good understanding of the charity/ support sector in Nottinghamshire

Project management experience

Experience in volunteer recruitment, support & retention

Aware of national and local policy in relation to homelessness and volunteering

Have empathy with the aims, ethos and beliefs of the Christian faith and the vision and strategy of Transforming Notts Together

The post holder will be subject to an enhanced DBS check.

Although we offer flexible working, all team are expected to work Mondays.

**If you have any questions please contact Hannah Buck 07734994637 or Hannah.Buck@transformingnottstogether.org.uk**

**To apply please send your CV and a covering letter referring to this role description regarding why you are suitable for this role to** [**Hannah.buck@transformingnottstogether.org.uk**](mailto:Hannah.buck@transformingnottstogether.org.uk)**.**

**Closing date is Sunday 3rd April (end of) with interviews tbc 19th/ 20th April in Lenton, Nottingham with the role starting as soon as possible thereafter.**

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.