



## Project Worker – Homeless Services.

(Full time – 9-month contract)

[Application Pack](#)

Deadline: Wednesday 25<sup>th</sup> July 2018

Interview: Monday 30<sup>th</sup> July 2018

## **Welcome from the Chief Executive Officer**

Dear Applicant,

Thank you for your interest in this exciting and challenging new role at Streets2homes (S2H). This is an exciting time to be joining our friendly and dynamic team to deliver a new initiative thanks to our partnership with Harlow Council and funding from government.

Streets2Homes is the amalgamation of Harlow Accommodation Project and Harlow Homeless Centre - two homeless charities that had been running for around 10 years prior to the amalgamation back in 2007 – Streets2homes is now in its 11<sup>th</sup> year and has grown considerably over this time and has won many awards as has its volunteers and staff.

We are currently implementing a new project and will for the first time be able to offer accommodation. The growing problem of homelessness and the often complex issues faced by those who are homeless need a more supportive and proactive response which is what this new project looks to provide.

Over the coming 9 months we will be implementing phases of the project and the accommodation phase should be implemented by March 2019.

Although this is primarily a 9-month contract we will be seeking continuation funding for this project to run long term.

This role will involve providing intensive support to individuals who are facing housing difficulties from outreach work, visiting them on the streets, building relationships and encouraging engagement to access services, help them develop a pathway plan to overcome the issues and access the support they need to improve their circumstances and opportunities. Once they are housed the support will continue to ensure they maintain their tenancy.

We are looking for someone who is dynamic, solution focused whilst able to maintain professional boundaries. If you think you fit the description and would like to be part of the team delivering this project then we would love to hear from you.

If you have any other queries please do not hesitate to contact me.

Yours sincerely

Kerrie Eastman  
CEO

## Streets2Homes

Streets2Homes, a charitable company limited by guarantee with Charity Registration No 1121228 and Company Registration No 6306299.

### Our Vision

To enable opportunities to change lives.

### Our Values

- **Wellbeing** – is about creating a supportive environment which safeguards our clients from both harassment and the stigma of homelessness helping to restore their self-esteem and confidence;
- **Advocacy** – being an active voice for the homeless in our local communities through mediation with their families, landlords, local authorities, and campaigns to raise awareness;
- **Empower** – to ensure that our clients are given the access to training and development opportunities that will transform their lives and enable them to make the transition from uncertainty of homelessness to the security of a home.

### What we do

The demand for our services is increasing yearly and we are unique organisation in the way we work offering practical support and advice for homeless people to improve their circumstances.

We provide a unique delivery model by building good relations through a family-type environment. We offer a wraparound service by helping people with basic needs through to housing and gaining skills, qualifications and employment with ongoing support. We work with clients with multiple needs and tailor our support to their individual needs. We have an open door policy so our clients can return to our services any time they need to. We provide practical solutions and work with clients to enable changes.

We have a strong model for enhancing employability through our workshop sessions, accredited programmes and our client volunteer programme so not only can we equip clients with skills and knowledge but also experience and provide a reference, lifting many of the barriers they face to employment.

Streets2Homes currently has five key programme areas underpinning our mission to affect change in our community and to empower and support vulnerable individuals:

- i. Day Centre - Safeguarding the vulnerable through the provision of a well-staffed day centre;
- ii. Helping to identify suitable accommodation for vulnerable individuals;
- iii. Programmes to develop skills that support individuals' pathways to employability;
- iv. Fundraising Activities to support the activities of the charity; and,
- v. Community Partnerships with statutory, private and third sector organisations individuals and other interested stakeholders.
- vi. The implementation and further development of the Intensive Support and Accommodation Project

## Day Centre

Streets2Homes provides a day centre facility for homeless and vulnerably housed people. It is a safe place for them to access support, guidance, training/skills development and to socialise. Services include a hot meal, shower facilities and supply of clean clothes. We also then support and assist people with health, social and housing needs. We assess each individual to ascertain their particular problems and tailor our support to help meet their identified needs, making appropriate referrals to other agencies as necessary.

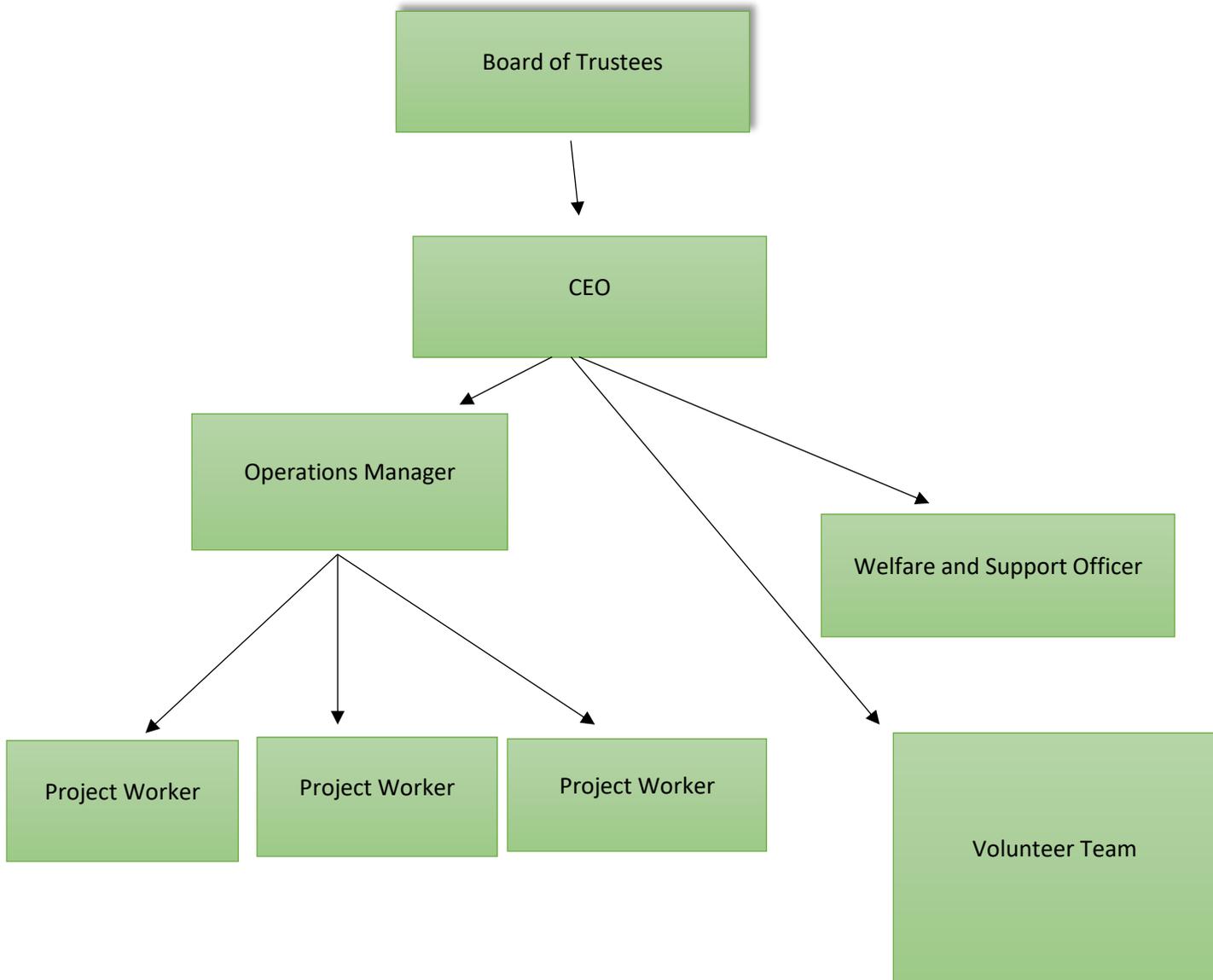
We work closely with local health providers to meet the often complex needs of our clients by linking them with appropriate health care and counselling professionals.

## Housing

We also work closely with private landlords and supported housing providers to provide suitable accommodation. We prevent homelessness by intervening and taking on a mediation role with family members or landlords to resolve issues. Once a client is housed we are able to provide them with basic essential home-ware items and support them to sustain their tenancy and empower them to make healthier lifestyle choices, gain accredited qualifications, employment or training to enhance their life skills through our in-house training sessions, volunteer programme and partnership working.

Streets2Homes operate deposit guarantee and incentive schemes to assist our clients to secure accommodation in the private rented sector. We also provide mediation and intervention services for our clients, landlords and family members to prevent them from becoming homeless. We work closely with the council and supported accommodation providers to ensure our clients access the right housing provisions to meet their needs. We work closely with our clients to build their skills so they can become independent tenants.

## Organisational structure



## How to apply

The closing date for applications is 5pm 25/07/18 If you have any queries about the position please do not hesitate to contact Kerrie Eastman or Keiren Mitchell on 01279 430011.

Application form is attached to this pack.

To submit your application please email your application form to [kerrie.eastman@streets2homes.co.uk](mailto:kerrie.eastman@streets2homes.co.uk) or alternatively you can post or hand deliver your application form to Streets2Homes, 2A Wych Elm, Harlow, Essex. CM20 1QP. Please mark the envelope for attention of Kerrie Eastman.

Interviews will be held on 30/07/1821



2A Wych Elm, Harlow, Essex. CM20 1QP

01279 430011

[www.streets2homes.org.uk](http://www.streets2homes.org.uk)

Registered Charity No:1121228

## Project Worker – Job Role

**Position: Project Worker**

**Responsible to: Operations Manager**

**Salary: £21,500 pro rata**

**Hours: 37.5 per week**

**Place of work: Based at Wych Elm but includes outreach work across Harlow**

**Contract Terms: 9-month fixed term (with possibility of continuation)**

**Overall Purpose: To provide intensive support to homeless clients, supporting and guiding them to access services to overcome their issues.**

**Key activities and tasks:** You will be responsible for registering new clients. Outreach visits in response to reports of rough sleepers, building relationships with clients to enhance engagement and developing pathway plans to achieve their goals. You will need to be proactive in assisting clients to claim benefits, access external services including GP, drug and alcohol counselling, mental health services etc. and seek accommodation making referrals where appropriate. Liaise with external organisations to ensure clients are engaging and needs are met. Encourage and motivate to attend workshop sessions to improve wellbeing and confidence. Once the client has secured accommodation you will continue to visit them at their home to provide tenancy support to ensure the tenancy is sustained and the client has opportunities to develop further. All contacts and actions need to be recorded on our computer system in an accurate and timely manner.

## Personal Specification

### Competencies and behaviours needed to perform the role:

You will need;

- Excellent communication skills
- To have an understanding and non judgemental manner
- To be solution focused
- Be positive and supportive even during difficult circumstances
- to be able to maintain professional boundaries at all times
- the ability and willingness to be flexible
- to use your own initiative and be able to adapt your approach to suit clients
- the ability to work on your own and make decisions and within the team to share information and update
- to be client focused

### Minimum qualifications and experience to perform the role effectively:

#### Essential

- Good level of English and Maths
- Basic IT skills
- Experience in a support role motivating people

#### Preferred

- Understanding of benefits system
- Awareness of drug, alcohol and mental health problems
- Understanding of General Data Protection Regulations



## Application Form

Registered Charity No:1121228

Post applied for: <b>Project Worker</b>	
Closing Date: 5pm 25 <sup>th</sup> July 2018	For office use: Interview Date:

### Section 1: Personal Details

Name			
Address			
Postcode			
Home telephone No			
Day telephone No			
Mobile			
Email address			
Are you legally eligible for employment in the UK	Yes	No	
Driving License – Do you hold a full license valid in the UK?	Yes	No	

**If your application is successful, you will be required to provide relevant evidence of the above details prior to your appointment.**

### Section 2: Employment history

#### 1. Present Employment (If now unemployed give details of last employer)

Name of Employer:	
Address:	

Postcode:	
Post Title:	
Date of Appointment:	Salary:
Department / Section:	

Period of Notice:	Last day of service (if no longer employed):
Reason for leaving (if no longer employed):	
<b>Summary of duties</b>	
Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business	
Name of Employer:	
Position Held:	

**Summary of duties:**

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Date from		Date to	
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Reason for leaving
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Name of Employer			
Position Held			
Date from		Date to	

**Summary of duties**

**Section 3 Education**

Qualifications obtained from Schools, Colleges and Universities. Please list the highest qualification first:

<b>Final School &amp; College</b>	<b>Subjects</b>	<b>Qualifications and grades obtained</b>

**Professional, Technical or Management Qualifications**

**Please give details:**

Continue on a separate sheet if necessary

**Membership of any Professional / Technical Associations- Please state level of Membership:**

Continue on a separate sheet if necessary

**Section 4                      Personal Statement**

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Person specification and job description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

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<b>Section 5    Rehabilitation of Offenders Act (1974)</b>				
Do you have any convictions that are unspent under the rehabilitation of offenders' act 1974?	<u>Yes</u>		<u>No</u>	

As this role involves working with vulnerable adults if you are successful you will be required to provide a DBS check.

<b>Section 6    Health</b>		
Do we need to make any adjustments to meet your needs?	<u>Yes</u>	<u>No</u>
<u>If yes, please give details</u>		

**Section 7    References**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1		Reference 2	
Name:		<b>Name:</b>	
Position (job title):		Position (job title):	
Work Relationship:		Work Relationship:	
Organisation:		Organisation:	
Address:		Address:	
Postcode		Postcode	
Telephone N <sup>o</sup> :		Telephone N <sup>o</sup> :	
Mobile No:		Mobile No:	
E-mail:		E-mail:	

Are you willing for this referee to be approached prior to the interview?	Yes	No	Are you willing for this referee to be approached prior to the interview?	Yes	No
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The information I have provided is true and correct to the best of my knowledge

Signature:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately, applicants who do not hear from Streets2Homes must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

**Streets2Homes is committed to ensuring data is protected and treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the General Data Protection Regulations. We will not store or share your information with any third parties.**

If you are returning this form by email, you will be asked to sign your application at interview.

**RETURNING THIS FORM**

**By Hand or Post:**

**By E-Mail**

**The Chief Executive Officer**

**kerrie.eastman@streets2homes.co.uk**

**Streets2Homes**

**2A Wych Elm**

**Harlow**

**Essex. CM20 1QP**

**Telephone 01279 430011**

