**JOB DESCRIPTION & PERSON SPECIFICATION:**

**POST: Youth Prevention and recruitment worker**

**HOURS: 37.5 per week - flexibility essential as some out of hours working will be required**

**CONTRACT: Permanent**

**GRADE: *£20,843 - £22,898 plus pension and other benefits***

**HOLIDAY: 35 working days during complete holiday year (4 of these are**

**held for Christmas and New Year public hols)**

**LOCATION: Nightstop service based in Glasgow**

**Summary**

Simon Community Scotland are working to combat the causes and effects of homelessness. Our vision is that everyone should have a safe place to live and access to the support they need. With support from Big Lottery we have secured 3 year funding to develop and deliver our Nightstop programme.

Nightstop is an award winning accommodation service for young people (aged 16-25 years old) experiencing homelessness or at risk of becoming homeless. Using a strong network of trained and vetted volunteers, known as volunteer hosts, young people are placed in the spare room of a host's home for a few nights before they move into safe sustainable accommodation. This service is in development stages and we are delighted to expand on the team.

**Job Purpose**

Simon Community are looking at new and innovative solutions that will allow us to broaden our reach and involve the communities we work in. Working alongside the Nightstop Manager you will lay the foundation for this programme, raise the profile of Nightstop, lead on the prevention of youth homelessness agenda within Simon Community, partnership working and prevention work with schools and colleges in the Glasgow area.

This will be a new approach for Simon Community in developing an approved youth homelessness prevention programme to young people aged 16-25. We are exploring a Rent Deposit Scheme for young people in partnership with a youth organisation.

Working hours will be dependent upon the needs of the service including evenings and weekends, although it is envisaged the usual hours will be Monday to Friday.

**Duties and responsibilities**

**YOUNG PEOPLE**

* To be the first point of contact for young people and referral agents wanting to access the service.
* To complete risk assessments of young people referred to Nightstop.
* To liaise with colleagues and the Nightstop Manager in decision making on accommodation matches.
* To work with young people, and other agencies, to access longer term, appropriate accommodation and move forward from their immediate housing crisis using SMART support plans delivered in one-to-one and group support.
* To participate in a rota of volunteers to provide out-of-hours emergency support to volunteer hosts and young people placed by the service.
* Continually developing new ways of engaging with young people at risk.
* Keeping abreast of latest developments of youth service delivery.
* Collection of data regarding young people and outcomes in order to record and measure impact of the service and future funding.

**VOLUNTEERS**

* Ensure that Simon Community Scotland policies and procedures relating to volunteer recruitment and support are implemented.
* Recruitment and vetting of volunteers, following project procedures to ensure appropriate checks are carried out and recorded.
* Participating in the creation and delivery of engaging and effective training for volunteers.
* To provide on-going support and regular supervision to volunteers.
* To support the development of training opportunities for Nightstop volunteers.

**PROMOTION**

* Design and deliver content to schools and colleges on the causes, effects and prevention of homelessness.
* Actively seek out opportunities and disseminate information to a wide range of audiences promoting the service to young people and referral agencies.
* Support the development of effective marketing material with the aim of recruiting young people and volunteers.
* Assist with marketing, social media and community fundraising activities, as requested.

**FINANCE**

* To ensure that all processes for distributing volunteer expenses are in line with Simon Community volunteer expense policy.

**TEAM WORK**

* In conjunction with your Line Manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meet the strategic aims and objectives of Simon Community Scotland.
* To contribute to, and be supportive of people experiencing homelessness being involved in our services and in all levels of decision making throughout the organisation.
* To work productively across all Simon Community services, championing Nightstop and understanding the needs of young people and volunteers when assisting in development of new volunteering roles and initiatives**.**
* Work closely with partnership agencies our Nightstop Manager, Volunteer Manager and other members of the Simon Community team to effectively deliver the project.
* To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary.
* As a member of the Nightstop UK network you will have the opportunity to connect with key staff across the UK and develop relationships to assist with success of the programme.

**ADMINISTRATION**

* To keep accurate records of young people and volunteers and any records needed for the safe and effective running of the service.
* To comply with Data Protection legislation and Simon Community policy in regard to the storage and sharing of personal data of staff, volunteers and young people who use the service.
* To ensure that all Simon Community policies and procedures are being adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.
* Ensuring lone working, protecting young people and quality assurance measures are followed and managed appropriately, reporting any relevant issues in accordance with project procedures in a timely manner.
* To contribute to the effective implementation of Simon Community Scotland’s Diversity and Equality Policy as it affects both Simon Community and the people we support.

**DIGITAL RESPONSIBILITIES**

* Simon Community use GSuite in our day to day work. This is a broad suite of tools that help us to communicate, collaborate and retain information. Gmail sits at the heart of the system and you’ll be given a Gmail address. You will be expected to be familiar with Docs, Sheets, Hangouts, Google+ and Drive (central file system).
* The majority of the people we support have little experience and knowledge of the internet and using email. You will be expected to help them connect, understand and be safe whilst promoting digital inclusion for people furthest away from the digital age.
* As a charity we use various forms of social media to inform, communicate, gather support and share what we do including websites, Youtube, Twitter, Facebook and Instagram. We expect everyone to share what we do through these media outlets and senior staff are expected to create blogs, videos, information pieces and news items.

**What we are looking for from you (Person Specification)**

To carry out this role we are looking for the following from you in terms of qualifications, experience, skills and competencies:

Try to provide clear examples in your supporting statement that clarify how and when you gained the experience or knowledge as well as your level of capability.

* Experience of working with disadvantaged young people and build trusting relationships.
* Be an ambassador of the Simon Community values of warmth, regard, participation and inclusion, partnership working and collaboration.
* Excellent presentation skills.
* Demonstrate experience of training and supporting volunteers.
* A clear understanding of risk management and confidentiality.
* The skills to conduct thorough risk assessment of both volunteers and young people.
* Experience of managing environments for young people and volunteers, with the highest regard for the Health and Safety of all.
* Able to demonstrate clear understanding of requirements and procedures to protect children and young people.
* Awareness of and commitment to equal opportunity and diversity practice and to its delivery in practice, treating colleagues and clients fairly and with respect.
* Good understanding of social media and office software (preferably GSuite).
* A flexible and dynamic approach to support the development of an evolving service.

We are looking for a dynamic person with excellent communication skills who can connect with people on many levels. This role requires a strong team player who can also comfortably work alone and self manage.

To undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of Simon Community Scotland. You should demonstrate an ability to identify and pursue areas for your own professional development and that of the service.

**What we will do to support you in this role**

We will provide you with the following resources to assist you in delivering the role:

* You will be directly supported and line managed by the Head of Nightstop and Volunteering ensuring you have clear smart objectives throughout your probationary period.
* You will work closely with the Volunteer Development Manager to ensure you are abreast of all relevant volunteering updates and information.
* A full induction and training to enhance the ‘hard’ and ‘soft’ skills required for the role, including comprehensive training on Simon Community Scotland ethos, mission and values and the cause and effects of homelessness.
* You will be provided with suitable development opportunities and there will be regular input from the Nightstop Network to support the development of the programme.
* Our Management Information system is called Netsuite. You will be trained in using Netsuite and its application.