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**Project Coordinator for Chesterfield Churches Winter Nightshelter 2019/20**

Derby City Mission, an independent charity, is recruiting a Project Manager for Chesterfield Churches Nightshelter project which will run from 1st December 2019 to 31st March 2020. We believe in providing a high quality service to our homeless guests, many of whom have a range of support needs, such as alcohol dependency and mental health issues, based on a Christian ethos of love and compassion.

Our shelter runs from 7 different church venues, one location every night of the week, including Christmas week over the duration of the town’s winter provision period.

As the manager of the team, you will be responsible for ensuring the security and safety of all guests in the shelter through the night from 8pm-8am. There will be a volunteer team who will support the guests from 8-10pm and ensure that all project activities meet health and safety and DCM’s requirements. Night staff take over and work 9.45pm-8am. They will remain awake and alert throughout the night and able to respond appropriately to any situations or emergencies that may occur, for which they will receive training. The shelter houses up to 15 people each night, although more may be accommodated if the weather is exceptionally cold. You will be expected to make sure regular checks take place throughout the night, and also work with volunteers to gather relevant information, encourage guests in the next step and sign post them accordingly. You will be expected to offer prayer and pastoral support to guests as appropriate, as we have seen this makes a real difference. The Project Manager is also responsible for making sure each venue is cleared, left in a clean and tidy state and locked securely, ensuring that everyone leaves each venue by 8am.

You will receive supervision and the opportunity to attend training sessions. You will have overall responsibility for your team and the homeless guests.

We are looking for a passionate, confident and empathetic person, to be part of this great project, helping us to relieve poverty and discrimination amongst street homeless people of Chesterfield. We work hard to develop an atmosphere of peace and calm during the evening volunteer shift and it is essential that this atmosphere is maintained through the night.

**Job Description:**

The Project Manager is responsible for:

1. The overnight operations of our night shelter project which accommodates 15 people per night.
2. Assist Head of Relief of Poverty with fire and risk assessments, volunteer and staff recruitment, fundraising, safeguarding, management of staff and shift rotas and health and safety.
3. Maintaining good, positive relationships with shelter guests, volunteers and staff.
4. Ensuring all of the projects aims and objectives that are based on a Christian ethos are fulfilled.
5. Following best practice procedures for the security and safety of the guests, volunteers and staff.
6. Recording all information accurately and sharing that information under information sharing agreements with the relevant agencies that can help the guests staying in the shelter.
7. Gathering relevant information, encouraging guests and signposting guests to find them a more permanent solution, [accountable to and liaising with your line manager, the Head of Relief of Poverty when making decisions. – don’t understand what this is about]
8. Monitoring and logging guest welfare and, in liaison with management team, consider guests being able to access the shelter follow a banning period.
9. Ensuring the security of the venues are maintained to the highest possible standard at all times.
10. Following health and safety requirements, including food hygiene standards, and having oversight of food provision.
11. Ensuring that all the guests leave promptly in the morning and that the venue is secure and in suitable condition for daytime activities.
12. Maintaining good communication with the line manager, staff, Volunteer Co-ordinators at each venue, volunteers and any external partners you are in contact with, communicating regularly to report on progress and concerns.
13. Some manual handling will be involved when loading and unloading the van.
14. Undertaking any other duties to aid the good running of the project, as required by the line manager/Management Team.
15. To organise and execute a end of project presentation to say thank you to everyone involved.
16. To make sure the project finishes well and all issues are dealt with as the project closes.

**Person Specification:**

**Essential**

* Please note this post has a genuine operational requirement for the applicant to be a committed Christian.
* Passionate and empathetic to supporting our guests who face complex and difficult situations.
* Commitment to providing an excellent service and to interact with shelter guests in a positive and respectful manner.
* Experience of working with homeless people or other vulnerable adults.
* Excellent people management skills.
* Ability to work as part of a team and lead. The ability to motivate and manage a small team in a potentially stressful situation.
* Confidence to deal with challenging behaviour.
* Excellent communications skills.
* Be able to work on own initiative and be self-motivated, managing own time accordingly.
* Willingness to work anti-social hours including weekends and bank holidays.
* Ability to adhere to and implement Health & Safety, personnel and operational policies.
* Understanding of and commitment to Equal Opportunities.

**Desirable**

* You will have a robust prayer life, be a part of a local Church and able to provide a Pastoral Reference
* Understanding of issues facing homeless people
* Experience of managing staff and volunteers
* Experience of working in a voluntary organisation
* Confident in using a computer and inputting information
* Driving licence
* Relevant training certificates (1st Aid, Health & Safety, Fire Safety)

Hours- 40 per week

Salary £12,480

Employment period-14th October-14th April (6 months)

**Closing date 12.00hrs Friday 13th September 2019**

**Interviews will be held Tuesday 17th September 2019**

If successful training will take place for which you will be paid for, and also shadowing shifts will be available in another of our projects



**Overnight Project Workers – Team Leader:**

£11p/h 1-4 shifts per week.

Fixed Term Contract: End November 2019 to 31st March 2020 – Start date to be confirmed based on training needs

Derby City Mission is an independent charity recruiting a team of Overnight Project Workers for Chesterfield Churches night shelter project (for males and females), which will run from 1st December – 31 March. We believe in providing a high quality service to our homeless guests based on a Christian Ethos of Love & Compassion - many of whom have a range of support needs, such as alcohol dependency and mental health issues.

Our shelter runs from 7 different church venues, one location every night of the week, including Christmas week, over the duration of the City’s winter provision period.

As part of the team, you will be responsible for ensuring the security and safety of all guests in the shelter through the night from 9.45pm-8am when the hope is that our homeless guests will get a good night’s sleep. You will be taking over from the volunteer team who will have been supporting the guests from 8pm and ensuring that all project activities meet health and safety and DCM’s requirements. ***You must remain awake and alert throughout the night*** and respond appropriately to any situations or emergencies that may occur, for which you will have had training to handle. The shelters house 15 people each night – though more may be accommodated if the weather is exceptionally cold. You will be expected to take part in regular checks throughout the night. Assisting the team leader where required to gather relevant information, encourage guests and signpost them to find a more permanent solution to their homelessness. You will also be expected to offer prayer and pastoral support where appropriate to guests as we have seen this makes a real difference to those staying with us. The duty Project Workers are responsible for ensuring that everyone leaves each venue by 8am and premises are left in a clean and tidy state and locked securely.

You will receive supervision and the opportunity to attend training sessions.

We are looking for passionate, confident and empathetic people to join our overnight team, to be part of something new, exciting and innovative here in Derby, helping us to relieve poverty and discrimination amongst street homeless people of Derby. We work hard to develop an atmosphere of peace and calm during the evening volunteer shift; it is essential that this atmosphere is maintained through the night.

**Job Description:**

1. The overnight operations of our night shelter project which accommodates 15 people per night (although more may be accommodated during exceptionally cold nights).
2. Overall responsibility for monitoring guest welfare throughout the night and responding to any situations that arise including following the Emergency Procedure when needed. You will be the first person responding to any issues arising during the night.
3. Assisting the Project Manager (Line Manager) by ensuring that volunteer Guest Support feedback is input onto the management system and all other admin is completed.
4. Gathering relevant information, encouraging guests and signposting guests to find them a more permanent solution, accountable to and liaising with your line manager, the Project Manager when making decisions.
5. Maintaining good, positive relationships with shelter guests and volunteers.
6. Ensuring all of the projects aims and objectives that are based on a Christian Ethos are fulfilled.
7. Following best practice procedures for the security and safety of the guests and volunteers.
8. Should the circumstances require it, to administer personal care to guests
9. Ultimate responsibility for ensuring the security of the venue is maintained to the highest possible standard at all times
10. Following health and safety requirements, including food hygiene standards.
11. Ultimate responsibility for ensuring that all the guests leave promptly in the morning and that the venue is secure and in suitable condition for daytime activities.
12. Maintaining good communication with the Project Manager, Volunteer Co-ordinators at each venue, Management team and any external partners you are in contact with - communicating regularly to report on progress and concerns.
13. Some manual handling will be involved when loading and unloading the van.
14. Undertaking any other duties to aid the good running of the project, as required by the Project Manager/Management Team.

**Person Specification:**

**Essential**

* Please note this post has a genuine operational requirement for the applicant to be a committed Christian
* You will have a robust prayer life, be a part of a local Church and able to provide a Pastoral Reference
* Passionate and empathetic to supporting our guests who face complex and difficult situations
* Commitment to providing an excellent service and to interact with shelter guests in a positive and respectful manner
* Experience of working with homeless people or other vulnerable adults
* Ability to work as part of a team and be a supportive team member
* Confidence to deal with challenging behaviour
* Excellent communications skills
* Willingness to work anti-social hours (9.45pm till 8am) including weekends and bank holidays
* Ability to adhere to and implement Health & Safety, personnel and operational policies
* Understanding of and commitment to Equal Opportunities

**Desirable**

* Understanding of issues facing homeless people
* Experience of working in a voluntary organisation
* Driving licence
* Relevant training certificates (1st Aid, Health & Safety, Fire Safety)



**Overnight Project Workers – Support Worker/Bank Staff:**

£9.50p/h 0-4 shifts per week.

Fixed Term Contract: End November 2019 to 31st March 2020 – Start date to be confirmed based on training needs

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2. Monitoring guest welfare throughout the night and responding to any situations that arise including following the Emergency Procedure when needed
3. Assisting the Project Manager (Line Manager) by inputting volunteer Guest Support feedback onto the management system.
4. Gathering relevant information, encouraging guests and signposting guests to find them a more permanent solution, accountable to and liaising with your line manager, the Project Manager when making decisions.
5. Maintaining good, positive relationships with shelter guests and volunteers
6. Ensuring all of the projects aims and objectives that are based on a Christian Ethos are fulfilled
7. Following best practice procedures for the security and safety of the guests and volunteers
8. Should the circumstances require it, to administer personal care to guests
9. Ensuring the security of the venue is maintained to the highest possible standard at all times
10. Following health and safety requirements, including food hygiene standards
11. Ensuring that all the guests leave promptly in the morning and that the venue is secure and in suitable condition for daytime activities
12. Maintaining good communication with the Project Manager, Volunteer Co-ordinators at each venue, Management team and any external partners you are in contact with - communicating regularly to report on progress and concerns
13. Some manual handling will be involved when loading and unloading the van.
14. Undertaking any other duties to aid the good running of the project, as required by the Project Manager/Management Team

**Person Specification:**

**Essential**

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* Passionate and empathetic to supporting our guests who face complex and difficult situations
* Commitment to providing an excellent service and to interact with shelter guests in a positive and respectful manner
* Experience of working with homeless people or other vulnerable adults
* Ability to work as part of a team and be a supportive team member
* Confidence to deal with challenging behaviour
* Excellent communications skills
* Willingness to work anti-social hours (9.45pm till 8am) including weekends and bank holidays
* Ability to adhere to and implement Health & Safety, personnel and operational policies
* Understanding of and commitment to Equal Opportunities

**Desirable**

* Understanding of issues facing homeless people
* Experience of working in a voluntary organisation
* Driving licence
* Relevant training certificates (1st Aid, Health & Safety, Fire Safety)