# Job Description

Job title: Church and Tenant Empowerment Worker

Responsible to Mid Sussex Executive Director

Internal working relationships: Executive Director

Partner Church leaders  
Friendship & Support groups

Wider Hope into Action Empowerment Worker network

External working relationships: Referring agencies  
Mid Sussex District Council  
Crawley Open House  
Crawley Borough Council  
HMP Lewes  
‘Change, Grow, Live’ substance misuse service  
Crawley Probation Service  
Turning Tides  
DWP / Job Centre / Benefits agencies  
Churches across Mid Sussex & Crawley

# Job Purpose:

### Tenant Empowerment

* To support, empower and lead tenant journeys. This starts at referral and finishes with move on
* To ensure tenants are fully aware of the rules, boundaries and consequences of their actions and to encourage them into good decision making

### Church Empowerment

* To keep Church volunteers enthused and equipped for their role and to ensure they too are supported
* To keep the wider Church informed of developments and keep the project in their thoughts and prayers
* To speak at Church services and help raise awareness of Hope into Action and seek out opportunities to get new Churches into partnership

### Other

* To pray and be a strong Christian witness and presence with all you work with
* To give advice and signpost to other agencies when necessary
* To lone work when necessary
* To field and answer the ‘out of hours phone’ as appropriate

# Main Tasks

### Spiritual leadership

* Devote time in prayer to tenants, Churches and Hope into Action as a whole
* Lead & attend events when required (e.g: away days or Church events)
* Write newsletters to the wider church and share ideas with the Co-ordinator re: content of other press coverage or prayer emails
* Plan personal retreat days once every 3 months

### Administration

* Be involved in the assessment and referral process of potential tenants
* In line with existing systems, complete the relevant forms as you journey alongside tenants. Starting at referral form, moving on to Licenses / House Rules / Strength and Needs / Risk Reduction Plan / Tenant Personal Development Plan / Monitoring etc.
* With guidance, be able to make decisions around disciplinary measures and follow through to exit (eviction) when necessary, complemented with relevant forms, policies and paperwork.
* Be able to keep both hard and soft copies of relevant tenant, Church and property files up to date

### Ongoing tenant support

* Meet occupancy levels and understand financial ramifications
* Ensure tenant financial obligations to Hope into Action are met
* Fill in monthly outcomes for each tenant and report to Hope into Action: UK
* Be the main source of advocacy for the tenant and liaise between different organisations (e.g.: GP / Probation / DWP etc) to ensure all important events and appointments are not missed and full potential is reached

### Working with the Church

* Deliver training to Church volunteers and guide Friendship & Support Group on their role and offer ongoing support and advice
* Lead on communication between Friendship & Support Group back to Hope into Action

### Other

* Maintain but also strengthen current systems of work, offering suggestions for improvement where required
* Attend Hope into Action Away Days, skype meetings, training days and other corporate events where necessary
* Seek any personal professional training opportunities for yourself
* Assist with other one off events such as training days or conferences as and when they arise
* Monthly internal supervision with line manager and external supervision once every quarter

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Essential** | **Desirable** | **Useful** |
| Ability to lead and partake in Christian prayer and events  . | ✔ |  |  |
| Experience working with the homeless and/or vulnerable |  | ✔ |  |
| Ability to actively listen, empathise and act accordingly without judgement or prejudice | ✔ |  |  |
| NVQ Level 3 in Information, Advice and Guidance |  |  | ✔ |
| Experience and/ or knowledge of working with other similar support and housing agencies |  | ✔ |  |
| Experience and/or knowledge of supporting individuals with drug and alcohol dependency and addictions |  | ✔ |  |
| Experience and/ or knowledge of supporting refugees, migrants and asylum seekers |  | ✔ |  |
| Ability to sustain, develop and evaluate individually tailored support programmes | ✔ |  |  |
| Ability to sustain, develop and evaluate working practises and personal style | ✔ |  |  |
| Be self-motivated, show initiative with a good work ethic and ability to encourage | ✔ |  |  |
| Experience working with adults in a vulnerable position | ✔ |  |  |
| Excellent communication skills | ✔ |  |  |
| Keen team player with ability to work independently when required | ✔ |  |  |
| Quick learner and able to adapt quickly to changing situations | ✔ |  |  |
| An interest in current political, social & financial developments which may impact HIA or the lives of our tenants |  |  | ✔ |
| Be keen to network and build relationships both in Secular and Christian contexts |  | ✔ |  |
| A clear understanding of Safeguarding issues and ability to assess and manage risk | ✔ |  |  |
| Good organisation skills with ability to learn and adapt systems | ✔ |  |  |
| Excellent written and verbal communicator with computer literacy | ✔ |  |  |
| Flexible approach to working with a variety of individuals | ✔ |  |  |
| A current driving licence |  | ✔ |  |
| Experience working ecumenically or with a range of Christian denominations |  | ✔ |  |
| Confidence approaching Church leaders and organisation leaders |  |  | ✔ |

# Terms and conditions

The position is for 15 hours per week. You will need a flexible and professional approach. Occasional evening and weekend work may be required. A firm commitment to this is required, given the needs and vulnerability of some of our tenants

Salary: £22,000 - £25,000 per annum pro rata

Annual leave: 25 days pro rata. Bank holidays and Christmas days given additionally

Sickness / Maternity & Paternity / Pension Plan all detailed in separate Hope into Action Policies

This is a fixed position with a 3 month probation period. Professional development plans will include performance management elements every 6 months.

Closing date: 27th March 2020

Please apply to: [nigel.goodenough@hopeintoaction.org.uk](mailto:nigel.goodenough@hopeintoaction.org.uk)

Interviews: To be arranged.