

## Nightstop Coordinator

Salary Scale : £25,000 - £30,000

Simon Community Scotland is the largest provider of homelessness services in Scotland, with a reputation for excellence. Our vision is that everyone should have a safe place to live and access to the support they need. Everything we do is about and for people: the people we support, our staff, our partners and everyone affected by homelessness. Our values are built into every area of activity and tell the story of how people remain at the heart of the Simon Community.

Nightstop Glasgow was launched in January 2018 in order to prevent young people aged 16-25 from ever sleeping rough or sleeping in an unsafe environment. This successful community hosting model of support and emergency accommodation provides young people in crisis the best chance to stop the cycle of homelessness in its tracks, through the provision of this successful early-intervention solution. With service delivery fully reliant on the kindness of volunteers across Glasgow and the West, Nightstop is an incredible community response to a community issue, through an asset-based approach which keeps young people safe.

We are on the lookout for a Nightstop Coordinator who can galvanise the support of the public to open their homes and hearts to young people in crisis, build positive relationships and partnerships, lead projects and initiatives, and crucially, provide vital support to young people in crisis to help them resolve their homelessness and find a positive solution.

You must be a self starter who can work on your own initiative; motivate and inspire others, including your team members and volunteers; drive creative solutions in managing resources, namely managing the Nightstop budget; lead on funding applications to sustain and grow the service to reach every young person in Glasgow and the West who needs our support.

### **Key Responsibilities;**

- Support young people across Glasgow and the West who are homeless or at risk of homelessness through Nightstop and resolve their issues of homelessness directly and through partnership working with other agencies and the local authority.
- Promote the Nightstop service across multiple communications channels, including social media and offline to ensure all young people across Glasgow and the West have an awareness of Nightstop should they ever need it.
- Successfully attract, recruit and retain volunteer hosts, drivers, chaperones and youth ambassadors to Nightstop.
- Develop and support a growing network of pop up surgeries, workshops and information sessions across universities, colleges and schools to promote Nightstop.
- Develop and manage partnership relationships with intermediary organisations, charities and local authority contacts and commissioners who are focussed on the support and protection of young people.

- Review, develop and deliver training programmes for Nightstop and other related services across Simon Community Scotland, ensuring the appropriate training and support for volunteers.
- Review and streamline our policies and procedures, including risk assessments, to ensure they are fit for purpose.
- Develop and deliver communications campaigns to promote Nightstop, Rent Deposit Scheme and Shared Living programmes to a variety of internal and external stakeholders.
- Line management of the Youth Development Worker and supervision of student placements.
- Support Simon Community Scotland's national volunteering programme.
- Monitor, support, motivate and accredit volunteers and their work in line with the Investing in Volunteers quality framework.
- Celebrate volunteering by nominating volunteers for awards and organise celebration events.
- Offer advice and information to volunteers and external organisations through face-to-face, telephone & email contact and keep volunteer records up to date.
- Organise profile-raising events to attract new volunteers.
- Manage budgets and resources, including the reimbursement of expenses.
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
- Generate income, by contributing to funding bids and raise funds to make projects sustainable.
- Monitor and evaluate activities and write reports for funders and trustees.

### **Digital Responsibilities**

There are three expectations we have of you. You must:

- \* Embrace technology in delivering your role.
- \* Support service users to become digitally included.
- \* Play an active role in Simon Community Scotland's social media strategy.

Some of the people Simon Community Scotland 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.