

## Job Description

### Consortium Manager, Housing First Edinburgh

**This post is initially funded until 31 March 2021.**

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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The Housing First Scotland Fund is a new initiative to roll out a **Housing First** model across 5 locations in Scotland. It has been established as one of the major developments funded by Social Bite and the Merchants House of Glasgow, and administered by the Corra Foundation and Glasgow Homelessness Network, to provide innovative and effective solutions to resolve homelessness in Scotland.

Housing First is a model of helping people who are homeless and who have multiple and enduring support needs. The model operates using a number of principles, including people's rights to a permanent home which is without conditions; and flexible support which can vary in intensity and duration; based on people's strength, goals and aspirations.

Cyrenians is leading the delivery of Edinburgh's Housing First Programme in a consortium alongside Barony, Bethany Christian Trust, Gowrie, Rock Trust, Streetwork and Turning Point. We will work together using our collective expertise in areas such as mental health, employability, substance misuse and community justice to ensure that the aims and objectives of the Housing First Programme are delivered to a high standard. In Edinburgh this will involve supporting 275 people to access and maintain a home, and to achieve a sustainable lifestyle away from homelessness.

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## **2 Tasks and Responsibilities**

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The Consortium Manager will be employed by Cyrenians to work on behalf of the consortium to implement and deliver the programme in Edinburgh. The key tasks and responsibilities are as follows:

### **Represent the Housing First Edinburgh Consortium**

- Be a first point of contact for anyone wishing to make use of, or find out more about the Housing First Programme in Edinburgh.
- Become familiar with the work of consortium members, including areas of particular skill and expertise which will support us to be most effective at delivering the programme.
- Establish protocol across referral routes, in particular with City of Edinburgh Council.

### **Design and coordination of referral routes**

- Work closely with colleagues within homelessness services to identify those the service aims to reach
- Manage allocation of referrals to all consortia providers.
- Monitor the capacity of each consortium provider to support effective allocations.
- Provide consortium partners with monthly report on referrals, allocation and other relevant information.

### **Marketing and Promotion**

- Work with consortium partners to agree consistent content for marketing materials, web content etc.
- Lead on the marketing and promotion of the programme to those who may wish to access it.
- Contribute to strategic marketing through conferences, events and hosting interested stakeholders.

### **Relationships and Networks**

- Establish and manage relationships with key personnel within the consortium.
- Map the wider environment within which the consortium is operating in order that the programme makes best use of the range of resources available to people- for example health services, furniture providers.
- Establish and manage relationships, sharing information where it beneficial, with the consortium providers across the other locations
- Attend meetings and events as a representative of the consortium, ensuring information is shared with partners.

### **Monitoring and Evaluation**

- Develop and establish data gathering systems which meet the requirements of all stakeholders (funder, external evaluator, delivery partners).
- Gather, collate and share statistical information on the demand and uptake of the programme.
- Collate and report data from multiple sources in order to illustrate efficacy and impact of the programme.

- Liaise with external evaluators, ensuring they have access to the data and people required.
- Provide reports to the funder as required.

### **Coordination of Housing First Consortium Meetings**

- Schedule and attend meeting dates for operational and strategic steering groups.
- Prepare a coordinated agenda, papers and reports.
- Contribute effectively at meetings.
- Collate and circulate minutes.

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## **3 Person Specification**

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<b>Knowledge and Experience</b>	
Thorough understanding of the Housing First Model	Essential
Experience of successful partnership working	Essential
Excellent interpersonal skills	Essential
Understanding of issues that lead to or affect homelessness	Essential
Knowledge of homelessness service in Edinburgh	Desirable
Experience of setting-up/ establishing a new service(s) and systems	Essential
Ability to design and use systems to monitor progress and demonstrate impact	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Experience working within a consortium or in a partnership	Essential
Track record in achieving aims and objectives of service delivery	
Effective budget management experience	Essential
Understanding of Trauma informed service delivery	Essential
<b>Skills</b>	
Excellent IT skills	Essential
Excellent organisational skills	Essential
Effective networking	Essential
Excellent written communication skills, including report writing	Essential
Confident decision maker and able to work autonomously	Essential
Able to work quickly and accurately to meet deadlines	Essential
<b>Qualifications and training</b>	
SSSC recognised professional and vocational qualifications	Desirable
<b>Values and attributes</b>	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Essential
Creative and innovative problems solver	Essential
Respectful of others	essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Committed to service excellence and continuous improvement	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Housing First Edinburgh Consortium Partners, Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Outreach Service Manager
<u>Liaison with:</u>	Consortium leads, Cyrenians Leadership Team
<u>Workplace:</u>	Edinburgh
<u>Working Hours:</u>	37 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£29,693 - £33,835 per annum (scale points 31-36).
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 3% employee and 2% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	Funded by Housing First Scotland Fund, administered by Corra and Glasgow Homelessness Network. Funded until 31 March 2021 in the first instance.
<u>Disclosure:</u>	Basic

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## 6 Application deadline and Interview dates

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<u>Closing date:</u>	Noon on Monday 26 <sup>th</sup> August
<u>Interview date:</u>	Monday 2 <sup>nd</sup> September in Edinburgh
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.