

rock trust

ENDING YOUTH HOMELESSNESS

Future Builders Coordinator

**JOB DESCRIPTION AND PERSON
SPECIFICATION 2019**

Overview

Mission Statement

The Rock Trust aims to prevent youth homelessness and to support young people to build better futures.

Job Title

Future Builders Coordinator

Location

Perth city – working across a range of community based locations

Reporting to

Property and Facilities Manager

Context

Future Builders is a new, ambitious and exciting project, never seen before in Scotland. Together with our brilliant partners, Ovo Foundation (funding the project), Perth and Kinross Council and Perth College UHI, we will offer a live-in apprenticeship scheme to support young people aged 16 - 24 to take that step to independence.



The Future Builders Coordinator will support young people to refurbish properties which the young people will then live in whilst they undertake an apprenticeship or training course which meets their aspirations. They will literally be building their own future.

As the Future Builders Project Coordinator you will lead on the development and delivery of the project, working directly with the young people on the programme by offering support as well as coordinating the refurbishment and working closely with key partners.

Job Description

Main Duties & Responsibilities

The postholder will undertake the following main duties:

Service Delivery

- To participate fully in strategic and operational planning, development and delivery of day-to-day services.
- To be responsible for the direct provision of support to young people in a psychologically informed manner.
- To participate in the “on call” rota in accordance with agreed guidelines.
- To work with service users to help identify and connect with relevant external support services.
- To participate in the referral, selection and placement process to ensure that all available places are filled appropriately and promptly.
- To collaborate with partner organisations to deliver pre-apprenticeship courses which meet the needs of the young people.
- To contribute to achieving the agreed standards of service and targets reflecting the aims and objectives of the Trust, service level agreements or guidelines provided by statutory and regulatory authorities.

Staff Support and Development

- To receive and participate in regular support and supervision sessions with the Manager.

Job Description

- To participate in all appropriate team and staff meetings to ensure adequate levels of information are exchanged and appropriate issues discussed.
- To line manage and provide formal and informal support to allocated sessional staff/volunteers. This will include individual supervision sessions and participation in annual appraisals.

Resource Management

- To be aware of the composition of the annual budget and in conjunction with the Manager, provide a cost-efficient service within parameters agreed by the Chief Executive.
- To coordinate the refurbishment of properties, for use within the Future Builders project, including the coordination of sub-contractors.
- To ensure that all necessary repairs, and tasks involved in attaining health and safety requirements, are dealt with as quickly and efficiently as possible.

Service Development

- To participate in the gathering and processing of relevant statistical information to evaluate the effectiveness of the service and the demands being made of it.
- To participate fully in regular reviews of the services provided and work with the Manager to enhance existing services and develop new initiatives.
- To contribute to the preparation of reports and written information as required.
- To participate in the review of organisational policies and practices on a planned and regular basis.
- Other duties as directed from time to time by the Property Manager

Job Description

Communication

- To develop and sustain links with individuals, groups, agencies and professional bodies in the statutory and voluntary sectors, in particular Perth and Kinross Council and Perth College UHI.
- To contribute and assist in the preparation of material for the range of publicity material.
- To participate in promoting the Trust to the public to create enhanced awareness and informed opinions as agreed with the Chief Executive.

Person Specification

Essential

- Appropriate qualification for registering with the SSSC - minimum qualification equivalent to SVQ Level 3 in Health and Social Care / SVQ 3 Social Services and Healthcare (SCQF level 7)
- Empathy with the causes of homelessness amongst young people and those leaving care and the barriers they face. The skill to break down those barriers, whilst paying particular attention to their needs and aspirations.
- Excellent engagement skills with a demonstrable ability to engage young people, building trusting, positive relationships which form the basis for your work and enable you to deliver a negotiated programme of support enabling positive outcomes and planned move ons.
- Knowledge and skills to support young people to access and sustain education, employment and training (EET)
- Good leadership skills, able to be inventive and creative to meet project objectives, focused on continuous improvement.
- Experience and/or ability to effectively manage risk, with the ability to carry out and implement risk assessments.
- A thorough understanding of safeguarding including how and when to report concerns.
- Self-starter, able to work unsupervised and on own initiative with the ability to prioritise and multitask
- Excellent communication and interpersonal skills, able to develop and maintain effective relationships both internally and with external organisations (across sectors) that support the delivery of the project.

Person Specification

- An understanding of and commitment to working within an Equal Opportunities framework, and confidentiality guidelines.
- Must be a team player who is willing to pitch in to get the job done.
- Ability to work flexibly as directed, including frequent evenings and weekends.

Desirable

- Have a full driving license and access to a vehicle, or the equivalent ability to travel with reasonable adjustments in place.
- Ability to provide all aspects of housing management to ensure internal and external requirements are met and the local community considerations are addressed.
- A working knowledge of Psychologically Informed Environments and Trauma Informed Practice and how they apply to supported housing services.
- Functional, recording and monitoring skills, including use of relevant IT systems.