

JOB DESCRIPTION

JOB TITLE:	PROJECT WORKER
SERVICE:	PRACTICE AND PARTICIPATION
LOCATION:	EDINBURGH

LinkLiving has over 25 years' experience of working with individuals who have experienced or are at risk of homelessness. We recognise that the reduction and removal of barriers is vital in achieving sustainable change. Over the years LinkLiving has developed a broad range of group work interventions to address these issues. This project recognises the value of intensive support work with individuals. The project will support individuals to remove the barriers that caused homelessness in the first instance and improve the likelihood of them moving into mainstream tenancies. The most common support needs identified by people affected by homelessness are address mental health issues and improving independent living skills.

VALUES

The postholder will be expected to demonstrate LinkLiving's core values of:

- Empathy (listen to and understand an individual's needs and circumstances)
- Respect (treat others the way they wish to be treated)
- Integrity (be honest and have strong moral principles)
- Caring (show kindness and concern for others)

PURPOSE OF THE JOB

This project has been designed to be delivered remotely. The project worker will carry out the initial assessments and will have primary responsibility for regularly delivering the two online groupwork courses, one of which is designed to provide mental health support with the other aimed at building independent living skills. Each course can accommodate up to 8 participants and will consist of 10 two-hour sessions running on a rolling basis. Participants will have the option of undertaking any or all of the session's dependant on their assessed need and whilst related, the sessions are designed to be undertaken in an order that suits individuals' needs. As well as delivering the two courses, the project worker will provide additional 1:1 support to individuals where this is required.

MAIN TASKS

- Recruit people for courses
- Carry out initial assessments
- Develop and deliver independent living skills group work
- Develop and deliver group work which focuses on the development of tools and techniques to better manage mental health
- Provide supervisory support to people setting realistic and achievable targets with them to enable progress against individual objectives
- Monitor the day to day running of the project
- Support team members in their role, providing advice and guidance where necessary
- Develop partnerships with other agencies and training providers to identify, develop and progress for the people you support
- Collect and analyse data to monitor and evaluate the quality of service delivered against agreed criteria
- Liaise with, promote and develop the service with other agencies
- Ensure people have access to digital equipment to access digital courses

- Contribute to practice and policy development ensuring they are grounded in the organisation's strategy and values
- Active involvement in own learning and development keeping up to date with current thinking in employability and applying this in the development of innovative practice
- Represent LinkLiving in a professional manner at all times and ensure that an efficient and courteous service is provided

RELATIONSHIPS

- Practice and Participation Team
- Course Participants
- Colleagues, including LinkLiving staff and Link Group business partners
- Referring agencies
- Referral agencies
- Homelessness Providers
- Private Sector Leasing
- Local Authorities
- Funders
- Partner Agencies

ACCOUNTABILITY

This post is accountable to the Team Leader

PERSON SPECIFICATION

VALUES	ESSENTIAL	DESIRABLE
Empathy (listen to and understand an individual's needs and circumstances)	√	
Respect (treat others the way they wish to be treated)	√	
Integrity (be honest and have strong moral principles)	√	
Caring (show kindness and concern for others)	√	
EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
Good standard of education, e.g. standard grade passes in core subjects such as English and Maths	√	
SQA Assessor and Verifier Qualification or willing to work towards it		√
KNOWLEDGE / EXPERIENCE & SKILLS		
Experience of co-ordinating training courses.	√	
Experience of developing and delivering training programmes	√	
Experience working with people with complex needs/backgrounds	√	
Knowledge of issues people have who are affected by homelessness	√	
Knowledge and understanding of independent living skills to sustain a tenancy	√	
Knowledge of tools and techniques to support people to better manage their mental health	√	
Effective communication skills including excellent written, oral and IT skills	√	
Experience of developing and delivering training programmes	√	
Experienced in the use of digital platforms to delivery training	√	
Knowledge of the use of evaluation methods to ensure training is effective	√	
Non-judgemental attitude and willingness to embrace diversity	√	
Ability to adapt to new environments	√	
Ability to work openly and honestly within a team setting	√	
Ability to prioritise and plan own and other members of the team work load	√	

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Ability to create relationships/partnerships with other voluntary, employability networks and statutory agencies	√	
GENERAL / OTHER		
Ability to drive and able to travel between services, as required	√	

COMPETENCY MANAGEMENT FRAMEWORK	ALL ESSENTIAL AND WILL BE ASSESSED AT THE INTERVIEW STAGE
<p>COMMUNICATION</p> <p>Communicates ideas and information effectively, both verbally and in writing, ensuring messages are clear and understandable. Shares information openly and encourages a two way dialogue. Use appropriate language and style that is both relevant to the situation and to the people being addressed.</p>	
<p>CUSTOMER CENTRED APPROACH</p> <p>Puts the person at the heart of the service and is able to understand both internal and external customers and service users' needs. Recognises that customers and service users are unique. Takes personal responsibility for securing the satisfaction and well being of customers and service users. Shows perseverance and innovation in resolving problems. Encourages and maintains open, positive relationships with a wide range of people. Listens and communicates assertively to ensure mutual understanding.</p>	
<p>INNOVATION</p> <p>Constantly strives to evaluate, question and improve how things are done. Views improvement as a continuous process. Creatively explores and applies innovative approaches to improve the quality and delivery of services.</p>	
<p>LEADERSHIP</p> <p>The ability to lead, inspire and encourage others to meet business objectives whilst providing a clear vision and sense of purpose in all activities. Actively participates and contribute towards Project Teams, Committees and other working groups. Is supportive of colleagues, including secondees, placements and new employees.</p>	
<p>PERSONAL EFFECTIVENESS</p> <p>Takes personal responsibility for making things happen and achieving results. Presents ideas clearly and persuasively. Willing to take responsibility in challenging circumstances or when things go wrong. The ability to recognise and control own emotions and to respond to situations objectively, even when under pressure. The self-confidence and flexibility to adapt own response to suit the needs of the situation or to respond flexibly depending on the other persons approach.</p>	
<p>PROBLEM SOLVING AND REASONING</p> <p>The ability to identify and resolve problems by gathering and analysing information from a range of sources, and make informed and effective decisions. Draws appropriate conclusions and considers the consequences of these decisions. Willingness to participate and contribute effectively to the team effort. Will put own interests aside when appropriate to meet the needs of the team.</p>	
<p>INFORMATION SYSTEMS</p> <p>A functional understanding of Link's core information communication technology – including Microsoft Office systems. An ability to access and use personal computer software for effective communication and the management of information. Has a basic knowledge of PCs, including keyboard skills and will take active steps to update personal computer literacy skills and to support others when required.</p>	

TERMS AND CONDITIONS OF EMPLOYMENT

Noted below is a summary of the general terms and conditions of employment of LinkLiving employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Hours

Part time, 22.5 hours per week, usually Monday to Friday, but requires flexibility around the needs of the service.

Position one: 22.5 hours per week, 7.5 hours per day over Monday, Tuesday, and Wednesday.

Position two: 22.5 hours per week, 7.5 hours per day over Wednesday, Thursday, and Friday.

Please state in your application which role/s you wish to be considered for.

Contract

The post is fixed term for 2 years.

Salary

Placement within the salary range will be dependent on a number of factors including skills and experience.

Progressing through the salary range will be determined by an assessment of individual performance against an agreed Job Plan and following a recommendation made to the Management Team at each performance year-end.

Project Worker Salary Range £23,113.00 - £25,546.00 per annum, pro rata (dependent on skills & experience).

An Inflation-Related Pay Award is normally awarded annually in April (already applied).

Annual Leave

35 days pro rata per annum (including 10 public holidays) rising to 38 days after completion of three years' service.

Pension

Link is required by law to automatically enrol eligible employees to its pension scheme. Auto-enrolment rates from 1 April 2019 are:

- Link: 5% of basic salary
- Employee: 3% of basic salary

Employees can opt to increase their contributions:

Employee:	4%	5%
Link:	6%	6%

Travel

(a) Staff will be reimbursed two-thirds of the cost of a monthly bus pass if this is appropriate to the needs of the Service. (b) If you only use a monthly bus pass for business purposes you may be able to claim the full cost.

Use of your own car for business mileage, where authorised, will be reimbursed at a rate of 45p per miles. LinkLiving adopts the Inland Revenue approved mileage rate system.

On-Call

Where an on-call rota is in place, a separate allowance of £20 will be paid per shift.

Time Back

There is a time back arrangement for additional hours worked in excess of the contracted hours.

Probationary Period

There is a 6-month probationary period, which may be extended to 9 months following consultation with individuals.

Support and Supervision

You will have regular support and supervision meetings with your line manager

Smoking

All Link group offices operate a NO SMOKING POLICY – you may have to work with service users who smoke.

Health Care Cash Plan

A non-contributory Healthcare Cash plan scheme for employees and children under 18 years old. [Option to include partners]

Protecting Vulnerable Groups Scheme (PVG) Information for applicants who wish to work with Link

People who work on a regular basis with vulnerable groups will be required to join the Protecting Vulnerable Groups (PVG) Scheme. This Scheme replaces the Enhanced Disclosure Scotland checking process for organisations and it is a mandatory requirement of working within Link.

As well as strengthening safeguards for children, the PVG Scheme will improve protection for adults because, for the first time in Scotland, there will be a list of those who are barred from working with protected adults - there is already a list of those who are barred from working with children. A protected adult is a person, aged 16 or over, who receives one or more type of care or welfare service either regularly or for a short period of time.

People who work, on a regular basis, with vulnerable groups will join the PVG Scheme and from then on, their membership records will be automatically updated if any new vetting information arises. Vetting information is conviction information retrieved from criminal justice systems and nonconviction information held by the police that is considered relevant.

In order to become a member of this scheme for the first time the cost is £59. Should you be successful in securing a post with Link it will be expected that you will meet the registration cost.

If you are already an existing PVG scheme member, Link will meet the cost to update your application.

For further information please refer to the disclosure Scotland website - <http://www.disclosurescotland.co.uk/pdf/protecting-vulnerable-groups-scheme.pdf>