

Job Description

Senior Communities Recruitment and Development Worker, Cyrenians Communities

For over 50 years, Cyrenians has served those on the edge; working with those experiencing the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That is why all our work is values-led and relationships-based.

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.

1 General

Cyrenians has five residential communities, which provide accommodation and support to vulnerable people. The purpose of the Communities is to provide a safe and stable community environment for people to live, learn and develop together. Our unique approach to supported accommodation helps people to develop their skills through training and ongoing support with the key outcomes being:

- To significantly increase the ability of vulnerable people to live more independently in the future; including reducing and, where possible, ending dependency on housing support.
- To increase the contribution residents, make to wider society through volunteering and, if possible, formal work experience and training.
- To improve the ability by residents to access community resources and networks such as libraries, GPs, social activities etc.

This role is designed to create and maintain the recruitment and support systems for residential and day volunteers in the Cyrenians Communities. The post will also ensure that the volunteers have effective induction, support and training during their placements with Cyrenians Communities.

The residents live alongside volunteers who act as peer mentors. Together they manage the day-to-day domestic tasks and decisions within the building, which is their home. The process of being involved in decision-making empowers residents and helps to develop their confidence, skills and abilities. We also recruit and support a small number of day volunteers for other roles in the Communities.

This post also includes an element of support and administration to the wider Communities team.

2 Tasks and Responsibilities

- To follow, develop and maintain recruitment strategies that ensure Cyrenians City, Farm and Lotus Communities consistently have the required numbers of residential volunteers who are well matched to the Communities support model.
- To ensure that recruitment practices are in line with best practice and compliant with the Cyrenians' overall volunteer recruitment and management guidelines.
- Hold responsibility for the Cyrenians visa sponsorship license, managing the process for volunteer sponsorship and maintaining current knowledge of legally mandated sponsorship requirements.
- Line manage the Communities Recruitment Administrator, following relevant policies and procedures.
- Co-ordinate with Volunteer Development worker the induction and training for volunteers in order to ensure they have the knowledge and skills to undertake their roles safely and competently.
- Ensure due recognition is given to volunteer contribution to the success of Cyrenians.
- Develop and maintain excellent working relationships with both national and international volunteer providers.
- Collect feedback on all aspects of the communities' volunteer model, from volunteers, staff and residents, analyse the data collected and instigate agreed changes.
- Work with Cyrenians colleagues and external partners to ensure the resilience of the communities volunteer model.
- Develop and increase all marketing opportunities for Cyrenians Communities and the volunteer programme.
- Develop systems for monitoring and evaluating the Communities work. Collate and analyse monitoring, evaluation and outcome data to produce regular progress reports, identifying areas for improvement to managers

3 Person Specification

Knowledge and Experience	
Experience and awareness of volunteer management, including the requirements relating to the recruitment, engagement and retention of volunteers.	Essential
Experience in developing specific policies and programmes for the support and development of volunteers.	Desirable

Awareness of legislation requirements and visa sponsorship for organisations who support and provide placements for international volunteers.	Desirable
A proven ability to establish networks across a range of departments and agencies.	Essential
Excellent IT and administration skills.	Essential
Experience of monitoring, evaluation and reporting.	Desirable
Experience of, or a proven desire, to support the work of those supporting vulnerable people.	Desirable
Experience in marketing.	Desirable
Excellent oral and written communication skills.	Essential
Line management experience	Desirable
Values and attributes	
Positive, pragmatic thinker and creative problem solver.	Essential
Calm, strong and positive in dealing with difficult situations.	Essential
Highly organised with the ability to work independently within the charities systems and values.	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive.	Essential
Committed to supporting the team to develop the Communities' volunteering model.	Essential
Passionate about the benefits of volunteering.	Essential
Committed to service excellence and continuous improvement.	Essential
Excellent written communication skills.	Essential
A facilitative approach to handling situations.	Essential
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4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via Cyrenians Chief Executive Officer)
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	External partners and wider organisational team
<u>Workplace:</u>	Edinburgh and West Lothian
<u>Working Hours:</u>	24 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£25,309 - £27,805 pro rata (SCP25-28) This equates to £16,416 per annum for an 24 hour week at SCP25.
<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%)

Funding: The service is funded through City of Edinburgh Council Health and Social Care spot purchase. This is a permanent post.

Disclosure: PVG membership required

5 Application deadline and Interview dates

Closing date: 12 noon on 24th March 2022

Interview date: 28th or 30th March

Second stage: To be confirmed

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