

**Project Worker – Community Engagement Project**

**March 2022**

**Job Description**

**Job Title:** Project Worker

**Grade:** 3

**Location:** Geddes House, Livingston, with travel throughout West Lothian.

**Salary:** £22,855 - £27,209 per annum, depending on experience (pro rata 29hrs) Funding for 1 year with possible extension to year 2.

**Mission Statement**

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

**Context**

The West Lothian Community Engagement Project is a new partnership between Rock Trust and Almond Housing Association. The project aims to identify young people who have experienced homelessness or are at risk of homeless and link them in with local services who can support them to thrive within their communities.

The dedicated Project Worker will engage with young people aged 16-25yrs, providing one to one support to enable each young person to remove the barriers towards accessing and engaging with services in their community.

The Project Worker will be responsible for building partnerships and developing referral routes with local agencies and using a social prescribing approach to support young people to access opportunities to improve their health and wellbeing.

The post is for a self-starter, who has previous experience of working in a supportive role in a paid or voluntary capacity and is looking for an exciting new challenge.

**Reporting to**

Service Manager

**Key Responsibilities**

**Service Delivery**

* To explore and develop approaches, including multi agency working, community partnership working, early intervention and prevention work, in order to prevent social isolation and increase community engagement for service users.
* To be responsible for the direct provision of practical, personal/emotional, social and intellectual support to service users.
* To assess service users skills and abilities and to work in a client centred way to produce support plans, based on choice and need.
* To work with service users to identify and co-ordinate opportunities for community engagement, employment, training, improved wellbeing and to remove barriers to engagement.
* To carry out a mapping exercise to create and maintain close working relationships with a wide range of local agencies to develop clear referral pathways and signposting opportunities.
* To advocate where appropriate, on behalf of service users in dealing with all relevant external agencies.
* To engage with Almond Housing Association and Rock Trust wider network to identify young people who are at risk of social isolation or repeat homelessness.
* To approach all aspects of the project in a psychologically and trauma informed manner, adopting a whatever it takes attitude.
* To ensure a thorough awareness, application, and adherence of organisational policy and to contribute to the adoption and promotion of good practice, these being reviewed on a regular basis.

**Staff Support and Development**

* To receive and participate in regular support and supervision sessions with the Service Manager. This will include involvement in an annual appraisal.
* To participate in all appropriate team and staff meetings to ensure adequate levels of information are exchanged and appropriate issues discussed.
* To support, encourage and lead other team members in achieving the objectives of the Rock Trust and the provision and development of supported accommodation services.

**Resource Management**

* To be aware of the composition of the annual budget and in conjunction with the Service Manager, provide a cost-efficient service within parameters agreed by the Chief Executive.
* To assist in the continuing development of the project as directed by the Service Manager. This will involve working with our partners to create referral routes and access to opportunities for young people.
* To ensure a safe environment within properties used by Rock Trust.

**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 Service Manager to enhance existing services and develop new initiatives.
* To contribute to the preparation of reports and written information as required by the Board or Advisory Groups as agreed with the Chief Executive.

**Practice and Policy Development**

* To respond to opportunities for the critical appraisal of care practices and services, taking account of internal and external experience and research, suggesting amendments to appropriate policies and promoting learning within the organisation.
* To participate in the review of organisational policies and practices on a planned and regular basis.

**Communication**

* To develop and sustain links with individuals, groups, agencies and professional bodies in the statutory and voluntary sectors and to actively promote the Trust’s services.
* To contribute and assist in the preparation of material for the range of publicity material produced by the Trust as required.
* To participate in promoting the Trust to the public to create enhanced awareness and informed opinions as agreed with the Chief Executive.

**Professional and personal development**

The Project Worker is expected to maintain an up-to-date knowledge of all relevant legislation, policies, and good practice. It is Rock Trust’s desire to encourage and enable the personal and professional development of members of staff and to that end will support staff in line with the requirements of the job and the responsibility of Rock Trust. The Project Worker will be expected to undertake such appropriate training as is necessary to facilitate this.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

**Person Specification**

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| **Area** | **Essential**  | **Desirable** |
| A practice qualification recognised by the SSSC for Supervisors of a housing support service, or willingness to work towards one within SSSC conditional registration timescales.**PLUS** | **X** |  |
| A supervisory qualification recognised by the SSSC, or willingness to work towards one within SSSC conditional registration timescales. | **X** |  |
| Knowledge of homelessness, mental health, and isolation issues | **X** |  |
| Knowledge of supporting looked after children and young people. |  | **X** |
| Experience working with socially excluded young people | **X** |  |
| Working knowledge and experience of Person-Centred Practice | **X** |  |
| Knowledge of psychologically and/or trauma informed practice | **X** |  |
| Advocacy work on behalf of young people |  | **X** |
| **Skills and Aptitudes** |  |  |
| Excellent Communicator - verbal and written  | **X** |  |
| Ability to work on own & in a team and to use initiative | **X** |  |
| Ability/willingness to learn new skills | **X** |  |
| Professional in attitude, behaviour and practice | **X** |  |
| Ability to enable personal growth in young people  | **X** |  |
| Problem assessment and problem-solving skills  | **X** |  |
| Current IT skills  | **X** |  |
| Ability to form effective partnerships with external agencies | **X** |  |
| **Personal Qualities** |  |  |
| Highly motivated, flexible, adaptable and enthusiastic | **X** |  |
| Able to interact positively with colleagues, volunteers and to prioritise needs of young people  | **X** |  |
| Non-judgemental in attitude  | **X** |  |
| **Other** |  |  |
| Willingness and ability to work unsocial hours | **X** |  |
| Full, UK driving licence and access to car  | **X** |  |
| Willingness to participate in the 1st tier on call service | **X** |  |