

**Application Pack**

Project Worker

**Dear prospective candidate**

Thank you for your interest in the position of Project Worker. This excited and challenging role will see you at the heart of our work within the Day Centre, supporting the Hall Coordinator to ensure that the service we provide is of the highest standard whilst maintaining a safe and welcoming environment.

Within this pack you will find:

* The job advertisement
* The job description
* The application form

Should you be interested in applying for this role, please complete the application form and submit it to:

enquiries@lhm-glasgow.org.uk

Applications should be received on or before 5pm on 24th August 2022. Applications will then be shortlisted using the skills and experience section of the job description. Successful candidates will then be invited to interview. If you are unsuccessful, we will let you know via email. Interviews will be held on either 5th or 6th September and will consist of:

* Formal interview questions
* A five minute presentation
* A work taster within the Day Centre

Please allow half a day for your interview. During your time with us you will be offered either breakfast or lunch, depending on the time.

Should you require any additional information please contact us on either (0141) 552 0285 or email us at june.macleod@lhm-glasgow.org.uk.

We look forward to receiving your application.

Kindest regards

**June Macleod**

Manager

LHM

35 East Campbell Street

Glasgow

G1 5DT

Tel No. 0141 552 0285

Email: June.Macleod@lhm-glasgow.org.uk

Website: lhm-glasgow.org.uk

[https://www.facebook.com/LodgingHouseMission](https://avanan.url-protection.com/v1/url?o=https%3A//www.facebook.com/LodgingHouseMission&g=YWUxMDQ0MmZmNzVjZDk4YQ==&h=MzMxYzkwMzk1NzQ5ZmRjOTk3OTMyNmEyZTRjMjIzMjlhMmY4NjE0MDQ5MWIzMzNiM2MyOWNjOWMyOWIyMjY5ZA==&p=YXAzOmNvczphdmFuYW46bzoyYzRiNTM2ODg2NWUzZDhlMDRlZTFlMzk4YjdmMjkxYjp2MTpo)



Scottish Charity No SC017283

**Exciting Opportunity with LHM**

We here at LHM, a Glasgow based charity, is recruiting for an exciting new post, working within our Day Centre, giving successful candidates an opportunity to work within a very experienced and dedicated team that provide a service to the homeless, socially isolated, and vulnerable. LHM is a very well-established organisation, having been working in this field since 1909. We are offering the successful candidate a competitive salary, generous holiday entitlement and pension contribution as well as post appropriate training and development.

**Project Worker (£22,000) Full time. Days to be decided**

This role will be instrumental in supporting the provision of a weekend service to those most in need via a doorstep service, consisting of a hot drink and breakfast, beginning initially on a Saturday. In addition, this post holder will be instrumental in supporting the Hall Coordinator to ensure a safe, welcoming and inclusive environment within the Day Centre, building relations and instilling trust and confident in those who use the service.

What we are looking for in our new post:

* A passion for supporting people to improve their mental health and wellbeing
* A creative mind that will see solutions rather than focussing on the issues
* Experience of working with addictions, mental health issues and or homelessness
* An excellent communicator
* A motivator and enthusiast
* A willingness to support the inclusion and engagement of the client group we work with
* A team player that can also work on their own initiative

**Application Process**

Email enquires@lhm-glasgow.org.uk or call (0141) 552 0285 and ask for an application pack.

Closing date 24th August 2022 at 5pm

**Interview Process**

Interviews will be held on Monday 5th/Tuesday 6th September 2022 and will take half a day. This day will consist of a formal interview, a 10-minute presentation and work taster within the Day Centre. Breakfast or lunch will be provided, depending on the time.

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| **Job Description** |
| **Job Title** | Project Worker | **No Hours** | 37.5 |
| **Report to** | Chris McLorinan | **Days of Work** | TBC |
| **Overview of position** |
| This post holder will be responsible for supporting the safety and wellbeing of those in the hall as well as supporting volunteers who are helping on any given day. This post holder will work closely with the Hall Coordinator, Activities Coordinator, and Interventions Worker to ensure that the service being provided is fit for purpose with appropriate support being provided for those most in need. This post holder will ensure that the area’s most vulnerable are receiving support at the weekend by providing a takeout service consisting of a hot drink and breakfast primarily. Must be able to meet and continue to meet relevant criteria for appropriate level of disclosure check. |
| **Key Duties and Responsibilities** |
| * Supporting the running of the hall to ensure it is a safe, efficient, and fit for purpose environment which is safe physically and emotionally
* Assisting with the training, support and managing the volunteers and any additional team members who are working in the hall
* Reporting any staffing or client issues/capacity to their Line Manager immediately and in their absence, the Activities Coordinator
* Providing crisis intervention and advice, signposting to Intervention Worker/external agency as appropriate
* Creating meaningful relationships with clients
* Being proactive in calming and de-escalating situations
* Giving access to basic personal care needs
* Delivering practical support to clients within the Day Centre
* Implementing LHM policy in relation to alcohol and drugs
* Maintaining a level head and composure in pressured situations
* Attending regular team meetings/training
* To support the takeout breakfast service at the weekend
* Support the Activities programme as required
* Carry out any other duties as required by the management of LHM
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| **Skills and Experience** |
| Essential/Desirable**Key Skills*** The ability to communicate well, possessing excellent interpersonal skills
* The ability to maintain a level head and composure in pressured situations
* The ability to work as part of a team
* Ability to support volunteers
* Exemplary observation skills
* Enthusiasm to work with clients from a range of backgrounds
* The ability to take instruction as well as work on own initiative
* To be adaptable and flexible
* Full/clean driving licence (desirable)

**Knowledge*** HNC Level 3 or equivalent experience in Social Care/Health and Social Care
* Social Care
* An understanding of the complex range of issues that affect LHM client group
* Microsoft Office Suite
* First Aid
* Naloxone administration (desirable)
* Recognition of the effects of drugs

**Experience*** Working with vulnerable clients including people with addictions and mental health issues
* Social Care

**Behaviours**The Project Worker will be an organised and personable individual with a ‘can do’ positive attitude and approach, this person will strive to promote social care values within their practice. This person will be committed to providing the best service possible within the Day Centre as well as being attuned to support available out with their own workplace. They will demonstrate trust, openness, and respect in dealing with volunteers as well as our client group and any other individuals or organisations. This post holder will have a flexible approach to tasks and workload and will be proactive and keen to learn. |
| **Accountability** The post is accountable to the Hall Coordinator who is responsible for support and advice, 1 to 1 supervision and an annual appraisal. |

Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Application Form** |
| **Post Title**: Project Worker |
| **Please tell us where you saw this post advertised:**  |

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| **Personal details** |
| **Title:**  | **First Name:**  | **Surname:** |
| **Address:**  |
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| **Post Code:**  | **Driving licence Held: Yes/No** |
| **Home telephone:**  | **Mobile Number:**  |
| **Email:**  |

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| **Employment history (please start with your most recent employer). Add additional lines as required.** |
| **Dates of Employment**  | **Position held***(full-time or part-time)* | **Name of Employer**  | **Summary of Main Duties & Reason for Leaving. Include notice period for current job** |
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| **Qualifications attained. Add additional lines as required. Certificates required at interview stage.** |
| **Dates** | **Qualification** | **Main Subject** | **Grade Achieved** |
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| **Please provide details of your achievements or awards which you think are relevant to this application, including any training you have undertaken recently. Add additional lines as required.** |
| **Date** | **Achievements, Awards or Training** | **Awarding Body** |
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| **Please provide details and examples of working with people experiencing poor mental health, addiction issues and/or homelessness. Add additional lines as required** |
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| **Please provide details and examples of your ability to maintain a level head and composure in a pressured situation. Add additional lines as required.** |
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| **Please provide details and examples of your experiences of calming and de-escalating situations. Add additional lines as required.** |
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| **Please provide details and examples of your understanding of social care. Add additional lines as required.** |
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| **Please tell us a little about yourself. Add additional lines as required.** |
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**Protection of vulnerable groups/safeguarding**

The position applied for is for regulated work and requires membership of the Protection of Vulnerable Groups scheme. It is a criminal offence for barred individuals to apply to work with children or vulnerable adults in regulated work.

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| **Are you a scheme member** | Yes/No |
| **If yes, membership number** |  |
| **Type of member** | Adult/Children/Both |

**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by Rehabilitation of Offenders Act 1975 (Exclusions and Exceptions) (Scotland) Order 2013 as amended in respect of which no application to a Sheriff has been made?** The Order provides that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

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| *If yes, please give details. Add additional lines as required* |
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**References**

Please give the name and contact details of two referees (not related to you) from whom references will be sought. One should normally be your current or most recent employer:

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| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
| Post Code: | Post Code: |
| Email: | Email: |
| Tel No: | Tel No: |
| **LHM will not contact your referees unless you are successful at interview stage** |

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**Declaration by Applicant**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand that these details will be held in confidence by LHM in compliance with data protection legislation and as set out in Employee Privacy Notice. I undertake that any offer of employment will be subject to receipt of a satisfactory PVG Scheme Record or Scheme

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| Signature: | Date: |