

# rock trust

ENDING YOUTH HOMELESSNESS

## Job Pack



[hello@rocktrust.org](mailto:hello@rocktrust.org)



0345 222 1425



[rocktrust.org](http://rocktrust.org)



@RockTrust

# Who we are

## **We are Rock Trust and our vision is an end to youth homelessness in Scotland**

For 30 years we have been working to prevent youth homelessness and to support young people to build better futures.

We aim to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, survive and move on from homelessness. We work to ensure that the public, policy makers, commissioners and practitioners understand the issues, make decisions and take action which will help us to end youth homelessness.



**Over 600 young people supported last year**

**Now working in Perth, Fife, Glasgow, East Lothian, West Lothian and Edinburgh**

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**As well as providing routes away from homelessness and into secure housing options, we also support young people with their mental health, employability and independent living skills.**

**Every young person is different and no single version of support is appropriate for every person.**

**We want to prevent young people experiencing homelessness at all, but where this isn't possible, we're determined to make sure that any experiences of homelessness are brief and non-recurring.**

*Kate, CEO*



*Kate Polson*  
Chief Executive

# Life at Rock Trust

**Safety    Fairness    Respect    Positivity**

These are Rock Trust's values and they exist for our staff, volunteers and the young people we work with. They underpin everything we do, including how we measure success and reflect on our work.

When we interview new potential colleagues we always ask them to talk to us about these values and their personal relationship to them. This really helps us get to know people, and see how they might fit into Rock Trust. Crucially, we've had feedback that it also helps break the ice and show people what working at Rock Trust is like because of what is important to us.



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**I love building and nurturing relationships to allow young people to feel safe and heard, it's a privilege and honour to support them.**

**Each day I'm growing and learning and always feel supported by my colleagues around me who are brimming with knowledge, empathy and compassion.**

*Caitlin, Art therapist*



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**I've always had an urge to help save the world, and working at Rock Trust scratches that itch!**

**They put so much emphasis on their own evolution, and as a member of the Equalities Group, I get to help guide that change.**

*Chris, Support Assistant*



# What we can offer

We pride ourselves on being an inclusive and welcoming organisation, building on everyone's strengths, and working together. By investing in and supporting our teams we can get the best outcomes for the young people who need us.

**Talent Development. Colleagues are encouraged to become leaders and to grow and develop**

**Core and individual training opportunities**

**Employer Pension Contributions**

**Employee Assistance Programme (EAP)**

**£50 eye care voucher every 2 years**

**Benefits Platform with access to online discounts and freebies**

**Interest free season ticket loans**

**Enhanced Maternity, Paternity and Adoption Leave**

**Life Assurance of 3 x your annual salary**

**Annual Leave purchase scheme - opportunity to buy an additional 5 days Annual Leave**

**Flexitime**

**A funded Social Committee responsible for organising social activities for everyone**

**Cycle to work scheme**



**Flexible working with a healthy mix of time at home and in the office has allowed me to fit my part-time hours around the children's school day.**

**It's really made all the difference to my work / life balance.**

*Pete, Management Accountant*

# Our teams

- Senior Management Team
- People and Business Support Team
- Finance Team
- Services | East and South Teams
- Services | West and North Teams
- Services | Youth Development Team
- Properties and Facilities Team
- Communications and Fundraising Team
- A Way Home Scotland Coalition

“

**Rock Trust haven't just supported me to develop in my role, they've helped me through a bereavement, through a pandemic (!), and through starting my own family.**

**They understand that work is just one part of life and everyone is dealing with different things.**

*Maddy - Communications & Fundraising Manager*

# Job Description

## **Project Worker – Housing Support**

**Contract: Full-Time (36.25 hours per week) (fixed term contract to 30th November 2023)**

**Grade: 3**

**Salary: £23,141 – £27,550 per annum (depending on experience). Post will be subject to further funding thereafter.**

**Location: Across Fife**

### **The post:**

The Project Worker will work as part of the Fife team to develop and deliver housing support to young people aged 16-25 who have experienced homelessness. The focus is on homeless prevention wherever possible, helping young people transition to permanent accommodation, and advising on the skills necessary to sustain a tenancy.

The post holder will be expected to:

- Build trusting, lasting relationships with young people
- Support young people to manage and thrive in their new home
- Provide flexible, person centered, strengths-based support for as long as is required
- Adopt a 'whatever it takes' and rights based approach
- Work in a psychologically and trauma informed manner
- Promote and share evaluation, learning and best practice

Project workers will work across the Fife local authority area, and as such access to a car and a full driving license are essential.

### **Reporting to:**

Team Leader

# Job Description

## Key Responsibilities

### 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 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 care plans, based on need (these being regularly reviewed).
- To participate in the "on call" rota in accordance with agreed guidelines.
- To advocate, where appropriate, on behalf of the service users in dealings with all relevant external agencies.
- To work with service users to help identify and co-ordinate relevant external support provision.
- To participate in the referral, selection and placement process to ensure that all available places are filled appropriately and promptly.
- To contribute to achieving the agreed standards of service and targets reflecting the aims and objectives of Rock Trust, service level agreements or guidelines provided by statutory and regulatory authorities.
- 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.
- To approach all aspects of the project in a psychologically and trauma informed manner, adopting a 'whatever it takes' attitude.

### Staff Support and Development:

- To line manage and provide formal and informal support to allocated staff, sessional staff and/or volunteers. This will include individual supervision sessions and participation in annual appraisals.
- To receive and participate in regular support and supervision sessions with the Team Leader. 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 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 Team Leader, provide a cost-efficient service within parameters agreed by the Chief Executive.
- To ensure that all necessary tasks involved in attaining health and safety requirements, are dealt with as quickly and efficiently as possible.
- To assist in the continuing development of the project as directed by the Team Leader. This will involve identifying, acquiring and setting up new properties for use in the Housing First for Youth Project.
- To ensure a safe environment within properties used by HF4Y young people.

# Job Description

## **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 Team Leader 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.

## **Other duties as directed from time to time by the Team Leader.**



# Person Specification

## Essential:

- 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 a supervisory qualification recognised by the SSSC, or willingness to work towards one within SSSC conditional registration timescales
- Knowledge of homelessness, mental health and isolation issues
- Working knowledge and experience of Person-Centred Practice
- Excellent Communicator - verbal and written
- Ability to work on own & in a team and to use initiative
- Ability/willingness to learn new skills
- Professional in attitude, behaviour and practice
- Ability to enable personal growth in young people
- Problem assessment and problem-solving skills
- Current IT skills
- Ability to form effective partnerships with external agencies
- Highly motivated, flexible, adaptable and enthusiastic
- Able to interact positively with colleagues, volunteers and to prioritise needs of young people
- Non-judgemental in attitude
- Willingness and ability to work unsociable hours
- Full UK driving licence and access to car
- Willingness to participate in the 1st tier on call service

## Desirable

- Knowledge of supporting looked after children and young people.
- Experience working with socially excluded young people
- Knowledge of psychologically and/or trauma informed practice
- Advocacy work on behalf of young people

# How to apply...

## Please submit a CV and Cover Letter

- Your cover letter should contain the same information as a personal statement - why have you applied, what can you bring to the role and how does your skill set meet what we're looking for, as set out in the job description / person specification
- Your CV should contain contact details, full job history – with gaps explained, qualifications, and references
- Please also complete an Equal Opportunities and Criminal Convictions Declaration form
- Submit your documents via the appropriate vacancy portal link on our website

If you don't have a CV, please fill out an application form instead.

We will review applications daily and will be in touch as soon as possible if we'd like to invite you for interview. If you would like to speak to someone about the role in more detail, or if you face any obstacles to completing an application, please get in touch.

[Application Form](#)

[Equal Opportunities Form](#)

[Criminal Convictions Declaration](#)

[www.rocktrust.org/vacancies](http://www.rocktrust.org/vacancies)



# Good Luck!