

rock trust

ENDING YOUTH HOMELESSNESS

Job Pack



hello@rocktrust.org



0345 222 1425



rocktrust.org



@RockTrust

Who we are

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

For over 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 900 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

When they've supported me to develop in my role, they've supported 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

Job Title: Property and Maintenance Worker

Contract: Full time (35 hours per week) (Fixed term until September 2024, with possible extension subject to funding)

Location: West Lothian

Salary: £22,684.44 – £24,554.37 per annum

We will review applications daily and will be in touch as soon as possible if we'd like to invite you for an 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 send us an email at hello@rocktrust.org

Mission Statement

To prevent youth homelessness and to support young people to build better futures.

Context

We are looking for an enthusiastic and passionate Property and Maintenance Worker to join our property team. This Property role provides an opportunity to be part of our well-established Supported Accommodation Project which supports homeless and care experienced young people to develop independent living skills and transition to permanent accommodation. The Property and Maintenance Worker will support our West Lothian Housing Services team with practical, hands-on activities related to housing management, Health & Safety, Risk Assessments, and property refurbishment and renovation.

Reporting to

Property and Facilities Manager

Job Description

Responsibilities

Property

- ◆ Assisting with property management tasks; booking repairs, void management
- ◆ Assist the Property and Facilities Manager with planned property renovations; gathering quotes, meeting contractors on site, liaising with tenants/staff.
- ◆ Undertake property turn-around activities, which will include cleaning, painting, basic DIY, clearance and dressing flats for viewing.
- ◆ Maintain and replenishing stock items for household supplies.
- ◆ Working with contractors to ensure value for money, reliable service and raise concerns with the Property and Facilities Manager when existing contractors fail to meet a basic level of service.
- ◆ To work closely with colleagues to ensure repairs are completed on time to a reasonable standard, ensuring our tenants are kept informed.

Health and Safety

- ◆ Completion of property inspections; health and safety visits, end of tenancy inspections
- ◆ Health & Safety duties, including ensuring all safety certificates are up to date and to ensure compliance with fire risk/risk assessments for all Rock Trust's property portfolio.

Quality and Compliance

- ◆ Administering internal communications re policy and procedure changes
- ◆ General administrative duties, such as telephone and written communication with staff, tenants, partners, sponsors and other stakeholders.
- ◆ Ensure all activity is recorded on management systems and that this information is accurate.

Leadership and Development

- ◆ Commits to continuous improvement and learning and development
- ◆ To provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved, and effective communication maintained.
- ◆ Nurture a culture of Respect, Safety, Positivity and Fairness, that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- ◆ Identify and make recommendations for improvement to contribute to the continuous operational improvement of the organisation.

Job Description

Other

- ◆ To act in accordance with Rock Trust values
- ◆ To work with other senior and operational managers
- ◆ To undertake other duties in line with the role as required.

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

Essential

- ◆ A willingness to work towards a relevant qualification
- ◆ Good Communicator – verbal and written
- ◆ Ability to work on own, and to use initiative
- ◆ Ability to work as part of a small team
- ◆ 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
- ◆ 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 unsocial hours
- ◆ Full UK driving license and access to a car

Desirable

- ◆ Knowledge of Basic Welfare Rights, Life-skills, Homelessness
- ◆ Direct work with young socially excluded people
- ◆ Advocacy work on behalf of young people
- ◆ Working with volunteers
- ◆ Ability to teach practical and domestic skills to young people

How to apply...

Please apply using our application form below:

Download and fill out the three documents and upload them to our portal when you visit our Vacancies web page.

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!