



Project Worker

My Place, Edinburgh

Join our mission to end youth homelessness in Scotland!

For over 30 years, we have been dedicated to **preventing youth homelessness** and supporting young people in building better futures.

JOB PACK

Rock Trust aims 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 actions which will help us end youth homelessness.

LAST YEAR WE HELPED

809

young people avoid or move
on **from homelessness**



Kate Polson,
Rock Trust CEO

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.

What is it like to work at Rock Trust?

Rock Trust is an ideal workplace for individuals who are looking to be inspired and motivated by their day-to-day work. Whatever your role, Rock Trust is a place for people to bring their true selves and build authentic, genuine relationships with co-workers, volunteers, partners, supporters, and young people.

Safety Fairness Respect Positivity

These values 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.

Working for Rock Trust is my first experience of working in the voluntary sector and I really appreciate being part of an organisation that puts its values into practice. The welfare of the young people we support really is at the heart of all we do.

I am a Team Leader, and the role is far from easy, but I never dread going to work because Rock Trust understands the importance of recruiting the right people and we have a supportive and compassionate team.

Alison, Team Leader in Fife



What do we offer to our staff?

We take pride in fostering inclusivity within our organisation, building on everyone's strengths and collaborating effectively. By investing in and supporting our teams, we ensure the best outcomes for the young people who need us.

- Flexible working
- Wellbeing day
- TOIL
- Increase in your annual leave entitlement each year
- Annual Leave purchase scheme
- Employer Pension Contributions (6%)
- Enhanced Maternity, Paternity and Adoption Leave
- Talent Development
- Core and individual training opportunities
- Life Assurance of 3 x your annual salary
- Employee Assistance Programme (EAP)
- A funded Social Committee
- Cycle to work scheme
- £50 eye care voucher every 2 years
- Interest free train season ticket loans



I have had many jobs over the years, but I can safely say this is one of the friendliest and most supportive environments I have worked in. The Rock Trust is a very welcoming place to be, and I feel very fortunate to work alongside the people I do.

Being able to work flexibly has been a huge perk for me. It has allowed me to fit in other commitments I have outside of work.

Danny, Edinburgh Youth Housing Hub Lead

Our teams

- Senior Management Team
- People and Business Support Team
- Finance Team
- Communications and Fundraising Team
- Properties and Facilities Team
- Services | Edinburgh, East Lothian, and Midlothian
- Services | Perth
- Services | West Lothian
- Services | Glasgow
- Services | Fife
- Services | Upstream Scotland



I can honestly say that I work with some of the kindest, most dedicated, and most supportive people at Rock Trust. Across all departments, everyone's thoughts and ideas are always valued and welcome.

Joanne, Partnerships Lead



We're working towards
**LGBT Youth
 Gold Charter**

Job description

Job Title: Project Worker – My Place

Contract: 35 hours per week (fixed term until 31 March 2025)

Location: Edinburgh and East Lothian

Salary: £24, 799.92 - 27,928.73 per annum (depending on experience and qualification)

Mission Statement

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

Context

The Project Worker will work directly with young people to coordinate and provide emotional and practical support on a 1:1 and group basis. Working with young people in their supported tenancy and in their local community to ensure that a young person's experience of homelessness is rare, brief, and non-recurring.

The Project Worker will offer line management, guidance, and support to Support Assistants and volunteers, working together to support young people to improve their practical independent living skills, access other services and to reach their full potential. Project Workers are responsible for completing support plans and risk assessments and are the main contact for any key people involved in the care and support of young people.

In addition to the responsibilities in the JD overleaf, the successful candidate will be able to demonstrate:

- An ability to build trusting, lasting relationships with young people
- Support young people to manage and thrive in their home
- Motivate young people to set goals and reach their potential
- An ability to work effectively with partners and other key people to provide young people with excellent care and support
- Adopt a 'whatever it takes' and rights based approach
- Work in a psychologically and trauma informed manner

Reporting to

Service Manager/Team Leader

Job description

Responsibilities

Service Delivery

- To be responsible for the direct provision of practical, personal/emotional, social and intellectual support to service users.
- To take a strength based approach to assessing young people's skills and abilities and maintain an up to date record of support, support plans and risk assessments.
- To participate in the "on call" rota in accordance with agreed guidelines.
- 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 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 Rock Trust's Talent Management system.
- To receive and participate in regular support and supervision sessions and Talent Management sessions with the Service Manager/Team Leader.

- 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 services.

Resource Management

- To be aware of the composition of the annual budget and in conjunction with the Service Manager/Team Leader, provide a cost-efficient service within parameters agreed by the Chief Executive.
- To ensure that all necessary unit repairs, and tasks involved in attaining health and safety requirements, are dealt with as quickly and efficiently as possible.
- To assist in preparing accommodation for re-let.
- 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.

Job description

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

Essential

- Practice and supervisory qualifications to enable registration with the SSSC as a 'Supervisor in a Housing Support Service'.

OR

- Significant vocational experience demonstrating development through involvement in a series of progressively more demanding work/roles – highlighting relevant transferable skills and willing to work towards supervisory qualifications to enable registration with the SSSC as a 'Supervisor in a Housing Support Service'.

Plus:

- Experience of initiating and maintaining constructive and engaging relationships with young people and assessing their strengths and needs.
- Knowledge and experience of homelessness, mental health and isolation issues.
- Working knowledge and experience of person-centred practice.
- Excellent communicator, including verbal, listening and written, with attention to detail.
- Ability to manage competing and varying priorities and demands of young people, in coordination with relevant colleagues.
- Confident in problem solving, using individual initiative and reasoned judgement to develop new ideas and solutions.
- Able to work well independently and as part of a team.
- Ability to support, train and provide supervision to colleagues.
- Strong IT skills, including using Microsoft packages (Word, Outlook, Teams).

Desirable

- Knowledge and experience of supporting looked after young people.
- Knowledge and experience of advocating on behalf of young people.
- Knowledge of psychologically informed environment (PIE) and trauma informed approaches.
- Experience of providing line management and provision of formal and informal support to allocated staff and/or volunteers.
- Knowledge of key strategic aspects of projects, including budget, evaluation and development.
- Full UK driving licence and access to a car.

Instructions to apply

1. Download and complete the three documents below:

- Application Form
- Equal Opportunities Form
- Criminal Convictions Declaration

2. Visit our vacancies web page.

3. Click “APPLY HERE” on the web page and upload the forms and declaration to our portal.

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.

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Good luck!