

## Job Description

### **Key Worker, Crighton Place Community**

**Part time - 21 hours per week.**

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness.

We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based. We meet people where they are and support them towards where they want to be.

Our mission: To tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

**Compassion | Respect | Integrity | Innovation**

Read more about us and our values [here](#)

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## **1 General**

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### **About the service**

Cyrenians operates five residential communities that provide accommodation and support to vulnerable individuals (Cyrenians Farm, City Community, Village community, Lotus Community and Crighton Place Community).

The purpose of the Communities is to provide a safe and stable environment for people to live, learn and develop together. Our unique approach to supported accommodation helps people to develop their skills through ongoing support and opportunities to participate in the decisions which impact them.

Crighton Place Community offers support and accommodation for up to 4 people as they recover from a period of poor mental health.

### **About the role**

The Keyworker role combines keywork support to residents, guidance and advice to Assistant Keyworkers and support and supervision for volunteers. Alongside this, the keyworker will work to ensure that Cyrenians Community model is adhered to and developed; and that the quality of service provided remains high.

Post holders will be required to work as part of the on-call responder service. This service uses assisted technologies in the evening, however if any of the residents are experiencing poor mental health a sleepover service may be required.

Some community residents may be smokers and therefore the post-holder may be exposed to second-hand smoke.

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## **2 Tasks and Responsibilities**

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### **Support people in the communities**

- Provide support in line with the Cyrenians Key Worker Practice Model
- Complete assessments for people referred to the Communities
- Provide induction into the Communities
- Provide regular support sessions, to assess progress against planned milestones and goals, demonstrating distance travelled
- Review and end cases according to model.

### **Use a facilitative approach to support the life of the community including organisation of activities, household routine, and conflict management.**

- Facilitate community meetings to plan community events/activity and to handle conflict constructively
- Participate in training and practice development around use of the key worker model; and facilitate workshops for community members
- Support the community to ensure a smooth-running household routine; including cleaning and cooking.

### **Champion the theory associated with the Cyrenians Community model**

- Work with the Volunteer Development & Recruitment Worker to ensure volunteers are welcomed and supported where appropriate.
- Support the development of additional activities and therapeutic interventions, as funding and resource opportunities arise
- Link with Cyrenians Enterprises to ensure residents have opportunities for volunteering, training and/or work experience
- Ensure full involvement by all community members in planning and developing the service

### **Support excellence and continuous improvement**

- Work to all service policies and procedures, assisting in the development of best practice
- Participate in the development of new activities

### **Participate in planning, monitoring and evaluating the service**

- Ensure that records are kept up to date and comply with funders monitoring requirements.
- Regularly monitor and report on activity in line with the charity's systems
- Participate in learning and training associated with planning, monitoring and evaluation

### **Support the marketing of the service to ensure all places in the Communities are fully utilised by vulnerable people**

- Contribute to the service marketing strategy, to ensure places are taken up by as many people as possible
- Assist with the promotion of the service through engagement with other agencies, attendance at networking meetings etc
- Keep up to date with changes and developments in the field as agreed with the Service Manager
- Attend meetings and planning days as required.

### **On-Call responder service support**

- The staff team are required to provide on-call responder support out of hours and over the weekends
- This is done on a rota system which staff cover approx. 1 week in 7 (with some flexibility to ensure holidays and absence are covered)
- This involves providing telephone support if difficult situations arise which require staff input in decision making
- With a requirement to attend where needed
- Payment for on-call responder service support is made separately.

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## **3 Person Specification**

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<b>Skills and Experience</b>	
Proven experience working with individuals experiencing mental health challenges and/or homelessness in both one-to-one and group settings	Essential
Proven experience in delivering support in a person-centred approach.	Essential
Strong interpersonal & group facilitation skills.	Essential
Excellent IT, organisational, and communication skills.	Essential
Ability to assess risk and support individuals toward positive change	Essential
Ability to liaise with referring organisations, network with professionals, and work collaboratively.	Essential

<b>Qualifications and Training</b>	
SVQ Level 3 qualification (or willingness to work towards it).	Essential
<b>Values and Attributes</b>	
Passionate about enabling individuals to overcome problems and reach their potential	Essential
Commitment to quality service delivery, following policies, procedures, and best practices.	Essential
Hands-on, proactive, and resilient, with strong self-motivation in a dynamic environment.	Essential
Committed to ongoing training, professional development, and working within the Cyrenians Key Worker Practice Model.	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Senior Key Worker – Crighton Place
<u>Workplace:</u>	Crighton Place, Leith Walk, Edinburgh
<u>Working Hours:</u>	21 hours per week worked over 3 days. Monday, Thursday, Friday are preferable, this can be discussed at interview.
<u>Annual Leave</u>	25 days annual leave and 10 public holidays per annum(pro rata)
<u>Salary:</u>	£25,352 - £27,907 pro rata (scale points 20 to 24). This equates to £14,289 per annum for a 21-hour week at SCP20.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure and registration:</u>	PVG membership for Adults is required. SSSC registration required within 3 months of starting post.

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## 5 Application deadline and Interview dates

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<u>Closing date:</u>	12 noon on Monday 28 <sup>th</sup> April 2025
<u>Interview date:</u>	Week beginning 5 <sup>th</sup> May
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.