

## Job Description

### **Policy & Participation Development Worker**

#### **Policy & Participation Team**

Part-time, 22.5 hours per week. This is a new post.

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](#)

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## **1 Overview**

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### **About the team**

Our Policy & Participation Team helps develop Cyrenians' work to influence policy and systems change through learning from lived and professional experience.

Based within Cyrenians' Outreach pillar, we work closely with services across the whole organisation, as well as external stakeholders and partners, including national and local government, funders and other third sector organisations.

The team currently consists of a Policy & Participation Manager and Youth Participation Lead.

We cover three main projects:

- **The Scottish Frontline Network:** Part of a UK wide network for frontline professionals who support people at risk of or experiencing homelessness. We facilitate free events and training opportunities, providing a regular opportunity for frontline workers in Scotland to network, share expertise and link to policy makers.
- **All in for Change:** A platform for lived and professional experience of homelessness in Scotland. The programme is co-facilitated by Cyrenians and Homeless Network Scotland and led by the Change Team – a group of around 25 people who bring their own unique experience and expertise of homelessness to influence policy change.
- **Youth Participation:** taking a youth work approach, we provide

opportunities for young people supported by Cyrenians to share their experience and expertise and influence change in policy and practice in areas such as youth homelessness, The Promise, neurodiversity etc.

In addition to delivering the projects above, the team works closely with the Press & Public Affairs Manager on influencing opportunities and – when capacity allows – supports other policy and participation initiatives across Cyrenians' services, e.g. cross-organisational responses to public policy consultations.

### **About the role**

This is a new role created to mainly support delivery on two of our participation projects: the Scottish Frontline Network and All in For Change.

Working closely with the Policy & Participation Manager, you will deliver activities across both projects. The main focus will be to create safe and inclusive ways for people with experience of homelessness and frontline staff to share their expertise and influence change. Key activities will include organising and facilitating various types of engaging events, workshops, focus groups and meetings (both online and in-person) for frontline professionals and people with lived experience of homelessness.

As this is a new post and there will be scope to shape the position depending on your own interests and experience. We are keen to support you to try things out and bring your own ideas to the table.

We are looking for someone who can listen to, and learn from, people from all walks of life; has a passion for participation and co-production; and a desire to make a difference and create change at policy and systems level.

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## **2 Tasks and Responsibilities**

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### **Support delivery of the Scottish Frontline Network:**

- Design and facilitate regular opportunities for frontline workers to network and share good practice, e.g. learning lunches, online events, training opportunities or informal networking opportunities
- Coordinate with UK Frontline Network partners, sharing learning and evidence from Scotland at quarterly partner meetings (some of these are held in-person in London)
- Develop new and creative ways to engage with frontline workers to expand the reach of the network to all parts of Scotland
- Contribute to monthly Scottish Frontline Network newsletters using Mailchimp (an Email marketing platform)
- Liaise with external stakeholders and organisations to promote the Scottish Frontline Network and identify potential ways of working together
- Research training and Learning & Development needs among the homelessness workforce and map relevant training providers

### **Support delivery of All in for Change:**

- Work closely with partners from Homeless Network Scotland and attend

- regular operational meetings
- Plan and deliver monthly Change Team meetings, co-facilitating activities and discussions
- Nurture relationships with Change Team members (including people with lived experience and frontline professionals) and support them to attend and be active participants at workshops and events
- Support planning and delivery of a series of national events and workshops, visiting different areas across the country to engage with frontline service providers and people accessing homelessness services to learn from good practice

### **Cyrenians policy, participation and influencing work:**

- Create and support opportunities for staff and people supported by Cyrenians to feed into public policy and influencing, e.g. by running focus groups or lived experience panels
- Contribute to internal meetings with the Policy & Participation team, Press & Public Affairs Manager, Senior Managers and Leadership Team
- Support the wider work of the Policy & Participation team when needed, incl. contributing to briefings and consultation responses or helping out with youth participation activities

### **Other tasks:**

- Attend relevant internal and external meetings and events to promote the work
- Adhere to Cyrenians' safeguarding policies and procedures
- Participate in regular support and supervision sessions with your line manager
- Participate in relevant training opportunities
- Contribute data and evidence to reports to funders or internal impact reports and evaluations
- Contribute to blog posts and potential media outputs promoting the work undertaken

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## **3 Person Specification**

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<b>Knowledge and Experience</b>	
Facilitating group activities and workshops or delivering training; working in participatory and inclusive ways	Essential
Working directly with people with lived experience of homelessness or other social injustices	Essential
Experience of partnership working with stakeholders across services and/or sectors	Essential
Organising events and learning opportunities for frontline professionals	Desirable
Knowledge of trauma informed practice and creating psychologically safe spaces	Desirable
Understanding of how public policy impacts on people facing homelessness or other social injustices and the services that support them	Desirable

<b>Skills and Attributes</b>	
Strong verbal and written communication skills, including the ability to adapt styles to a range of situations and audiences	Essential
Pro-active with high degree of self-motivation, able to work on own initiative and organise own workload	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Strong IT skills and ability to run online events on platforms such as Teams and Zoom	Desirable
<b>Circumstances</b>	
Willing and able to travel using public transport, or driving license and regular access to own vehicle	Essential

Applications from people with lived experience of homelessness or other social injustices are welcome.

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Policy & Participation Manager
<u>Workplace:</u>	Office base in Edinburgh with some travel across Scotland and occasional travel to London
<u>Working Hours:</u>	22.5 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays pro rata
<u>Salary:</u>	£28,759 to £31,595 per annum pro rata (scale points 25 to 28) This equates to <b>£17,489 per annum</b> for a 22.5-hour week on SCP25.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme paid by salary exchange. Current contributions are 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>Duration:</u>	Fixed-term contract, currently confirmed funding until 31 <sup>st</sup> March 2027 – we are seeking funding to support the work beyond March 2027
<u>Disclosure:</u>	PVG membership for adults required

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## 5 Application Deadline and Interview Dates

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Closing date:	12 noon on Monday 27 <sup>th</sup> April
Interview date:	Interviews will be held on Thursday 7 <sup>th</sup> and Friday 8 <sup>th</sup> of May
Second stage:	TBC

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