**Job Description**

**Job Title:** Project Worker (Floating support, outreach and prison in-reach)

**Contract length:** To April 2018 (with potential for extension subject to funding)

**Working hours:** 37 hours per week

**Salary:**  £26, 236 p.a.

**Responsible to:** Operations Manager

**Responsible for:** Volunteers

**Main Responsibilities**

General Support

1. To attend the Day Sessions, Evening Drop-Ins and Outreach as required by arrangement.
2. To network with key partner organisations such as the Police, The Recovery Partnership, DWP, Probation Services, Social Care, local and national sex worker organisations.
3. To manage a caseload of service users, ensuring person-centred, holistic and targeted support in line with Kairos values.
4. To record all contact with service users appropriately including mapping of personal journeys and support activities.
5. To provide monitoring information and produce detailed reports to the Operations Manager, Business Development Manager and Board of Trustees as required, particularly for funders.
6. To help organise activities and outings with staff and service users, and take an active part in training programmes.
7. To work as directed to promote Kairos WWT including the newsletter, website and other social media.
8. A willingness to become involved in fundraising to ensure the long-term sustainability of the project.
9. To undertake relevant research/development projects from time to time.
10. To attend meetings, conferences and training events as required.
11. To work flexibly including regular evenings and occasional weekends.
12. To ensure adherence to all policies including Safeguarding, Equal Opportunities and Health and Safety. To assist in Risk Management assessments and policy development.
13. To engage in regular supervision both internal and external.
14. Have a willingness to engage with children and the wider family network of our service users.

Floating Support

1. To be responsible for identifying service-user needs appropriate for the Floating Support Service and co-ordinating the response to those needs.
2. To allocate casework as appropriate to the Support Worker and oversee case management.
3. To provide advice and guidance on best practice in relation to safeguarding of vulnerable service users.
4. To be responsible for the capture and inputting of quality monitoring information into the database and ensuring availability of that information for Business Development Manager.
5. To offer a service underpinned by a very high threshold of confidentiality.
6. To advocate and support by assisting service users to address a range of social, legal and economic issues which may affect their lives.
7. To engage women into other services as and when necessary, in particular, into local drug and physical and mental health services.
8. To attend local case meetings when required, such as MARAC the MASH, core groups or case conferences.
9. To perform any other duties reasonably required by the Operations and Business Development Managers within the scope of the job and its grading.

Prison In-reach

1. To organise and attend regular visits at HMP Peterborough to meet with service users offering a supportive service and following up on any actions from those visits.
2. Liaise with key staff at HMP Peterborough particularly the resettlement team.
3. Prepare prison release packs
4. Provide ‘Release Day Support’ including travel arrangements, meeting with the service user, carrying out initial assessments and support with appointments
5. To support current research and research development opportunities in liaison with key partners.

Drop In and Street Outreach

1. To oversee the co-ordination of Drop In and Street Outreach weekly, as carried out by the Support Worker.
2. To lead the Drop-In and Street Outreach service as required (weekly), managing the volunteers and support agency staff present.
3. To manage the partnerships with other local services who regularly attend Drop-in and outreach ensuring consistency of support and pathways for service users for the best practice engagement.
4. To oversee Ugly Mugs updates and service support from the Police and Community Safety, disseminating information relevant to the safety of staff, volunteers or service users.

Volunteer Coordination

1. To recruit and train volunteers to support Drop In and Street outreach, befriending and any other service, as required and in line with current legislation.
2. To oversee the Support Workers co-ordination of the volunteer rotas.
3. To provide supervision for all volunteers.
4. Proactively communicate with volunteers about changes in the organisation.

## Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Measured By |
| **Qualifications** |  |  |  |
| Degree or equivalent |  | 🗸 | Ap Form |
| GSCE Maths and English Grades A-C (or equivalent) | 🗸 |  | Ap form |

|  |  |  |  |
| --- | --- | --- | --- |
| Experience |  |  |  |
| Co-ordinating service delivery | 🗸 |  | Ap Form |
| Experience of working in a not for profit organisation | 🗸 |  | Ap Form |
| Fundraising experience |  | 🗸 | Ap Form |
| Experience of advocacy and support  | 🗸 |  | Ap Form |
| Of training others | 🗸 |  | Ap Form |
| Networking with other organisations | 🗸 |  | Ap Form |
| Of working with vulnerable women and their families | 🗸 |  | Ap Form |
| Knowledge |  |  |  |
| Of the current issues surrounding sexual exploitation and prostitution | 🗸 |  | Ap For/Interview |
| A thorough understanding of safeguarding of vulnerable adults and an understanding of child protection legislation | 🗸 |  | Ap Form/Interview |
| An understanding of drugs and alcohol issues and how they affect the Kairos WWT client group | 🗸 |  | Ap Form/Interview |
| An understanding of information handling requirements (eg confidentiality, data protection) |  | 🗸 | Ap/FormInterview |
| Skills |  |  |  |
| Excellent interpersonal and relationship building skills. | 🗸 |  | Ap Form/Interview |
| Good communication skills, in writing as well as through IT, including Word and Excel, internet and email | 🗸 |  | Ap Form |
| Production of written materials e.g. newsletters, reports to funders |  | 🗸 | Ap Form |
| Presentation skills | 🗸 |  | Interview |
| Research skills |  | 🗸 | Ap Form |
| **Qualities/Values** |  |  |  |
| Good understanding of equality and diversity issues | 🗸 |  | Interview |
| Capacity for empathy | 🗸 |  | Interview |
| **Other** |  |  |  |
| Full driving licence | 🗸 |  | Ap Form |
| Access to a vehicle during working hours | 🗸 |  | Ap Form |
| Willingness to work unsocial hours | 🗸 |  | Ap Form |
| Unrestricted right to work in the UK | 🗸 |  | Passport |
|  |  |  |  |