
JOB APPLICATION PACK

Homelessness Project Worker (male)

Part time: 28 hrs/week (Monday – Thursday, 8am – 3.30pm). 6 month fixed term contract.

Salary: £28,600 per annum pro rata (£22,880 per annum for 28hrs/wk)

No fixed closing date. An appointment will be made as soon as possible.

PACK CONTENTS

Introduction

About St Petrock's

About This Role

Benefits of Working at St Petrock's

How to Apply

Job Description

Person Specification

Disclosure of Convictions and Cautions Form



St Petrock's Outreach Team by the River Exe (*Photo: Dotty Creative*)

INTRODUCTION

Thank you for your interest in applying for the post of **Homelessness Project Worker** at St Petrock's. This pack will tell you all you need to know to enable you to apply for this post.

St Petrock's (Exeter) Ltd is Exeter's local homelessness charity, created and supported by the local community to provide much-needed services to help rough sleepers, other homeless people, and people at risk of homelessness in Exeter and the surrounding area. You can find out more about the services we provide on our website www.stpetrocks.org.uk.

We are a strongly values-led local charity, with our focus being to meet the urgent needs of people experiencing homelessness or at risk of homelessness. It is therefore essential for everyone on our team, regardless of their role, to be fully committed both to our Mission, and to the Values which guide all that we do and the way we behave as a team.

ABOUT ST PETROCK'S

St Petrock's was started by local people concerned about the welfare of rough sleepers in the City Centre in the 1990s, hoping that the services provided would no longer be needed within a few years.

Sadly, over 30 years later rough sleeping and homelessness in general is at an all-time high and more people than ever depend on our services for their basic welfare and, in many cases, their survival. Our outreach team takes food and hot drinks to people sleeping rough across the city, carrying out welfare checks and referring them to our Centre on Cathedral Green where they can receive one-to-one attention from our skilled and experienced staff. Whilst on outreach, the team also maintains contact with former rough sleepers living in unsettled housing who sadly often need our support if their accommodation breaks down and they find themselves rough sleeping again.

In our Centre, rough sleepers receive help to access specialist support for a wide range of issues including welfare benefits, mental and physical health, drug and alcohol dependency and help accessing housing, as well as very practical things such as laundry, showers, toilets, sleeping bags, clothing and footwear. Most of all they find a patient listening ear and a safe, calm environment for a few hours respite from street life.



In the last few years, St Petrock's has begun to also provide accommodation for former rough sleepers, with 23 bedrooms on offer, along with individualised support for each resident from our housing team. Having received unexpected legacies recently, we have plans to acquire additional housing over the next few years and we are in the process of applying for Registered Provider of Social Housing status.

St Petrock's enjoys huge support from the community, including the local faith community and local businesses, who provide well over half our income through direct donations and fundraising initiatives. This strong support means we are largely financially independent and not reliant on government funding, which gives us a unique role in being able to act and speak boldly for the benefit of our clients - something we and they highly value.



ABOUT THIS ROLE

St Petrock's has been successful in applying for funding to deliver a Homelessness Prevention Project. One of our Homelessness Project Workers has been seconded for the new project, so creating this part time role within our established Homelessness Team for 6 months.

Please note only male candidates will be considered for this post. Many of our clients are highly vulnerable and have experienced trauma, meaning they often make disclosures of a very personal and sensitive nature. Given that around 80% of those we support are male, it is therefore essential that the team includes at least one male Project Worker in order to enable this support to be delivered safely, to avoid re-traumatisation and to ensure good safeguarding practice.

Therefore, in accordance with the Equality Act 2010, St Petrock's will have an Occupational Requirement for this post to be filled by someone who is male.

Full details of the role can be found in the Job Description below.

BENEFITS OF WORKING AT ST PETROCK'S

As well as a competitive salary, all staff at St Petrock's benefit from the following:

- Being part of a **friendly and supportive team**, united by a shared mission and shared values and passionate about making a difference in the lives of people experiencing homelessness in Exeter.
- **Pension scheme:** St Petrock's contributes 5% of salary where the employee contributes at least 3% of salary.
- **Generous leave entitlement:** 33 days (including public holidays, pro rata) with additional long service days after 5 years.
- **Access to Employee Assistance Programme**, providing a confidential advice and wellbeing service
- **Training** provided to develop skills and enable career development.



St Petrock's Centre in Cathedral Green

HOW TO APPLY

To apply for this post, you should send us:

- A **full and up-to-date CV**
- A **covering letter** explaining why you wish to apply and why you believe you are the ideal person for this role.
- A completed **“Disclosure of Convictions and Cautions” form** (*attached – also downloadable as a Word doc from the Jobs page on our website*).

Applications that do not include all the above will not be considered.

Your CV should include as a minimum all the following information:

- Your full name and any former names
- Your address and other contact details
- Your qualifications and full employment history. If there are any gaps in employment, you should explain these.
- Any relevant volunteering work you have done.
- Two referees, preferably current and recent employers. Please indicate on your CV if you do NOT wish us to contact any of your referees before you are offered a post.

Your covering letter should include the following:

- Explain why you want to work for St Petrock's
- Explain why you believe you are the ideal person for this role. The person specification for the role explains what we are looking for.
- If you consider yourself to have a disability under the Disability Discrimination Act (DDA), please let us know, and advise us if you require any particular arrangements to be made for an interview.
- It would help us if you told us where you heard about this post.

Please send your application to: Core Services Team, St Petrock's (Exeter) Ltd, 10 Cathedral Yard, Exeter EX1 1HJ or by email to jobs@stpetrocks.org.uk.

If you wish to have an informal discussion about the role before applying, please contact Tony Maguire (Homelessness Team Manager) by email to tony@stpetrocks.org.uk or Rowan Livingstone (Head of Client Services) by email rowan@stpetrocks.org.uk

Please note there is no fixed closing date. We are looking to appoint as soon as possible.

St Petrock's is fully committed to safeguarding the welfare of vulnerable adults and children. We use “safer recruitment” practices throughout our recruitment processes, and all successful candidates will be subject to the highest level of DBS check that is legally permissible for their role. Any offer of employment is subject to a satisfactory DBS check and references.

St Petrock's (Exeter) Limited

JOB DESCRIPTION

Title of Post: Homelessness Project Worker

Note: In accordance with the Equality Act 2010, St Petrock's will have an Occupational Requirement for this post to be filled by someone who is male. See Job Purpose below for details.

Responsible to: Homelessness Team Manager

Organisational Context

St Petrock's (Exeter) Ltd (STP) is Exeter's leading independent charity supporting people who are experiencing homelessness. Our mission is to "stand with and for people experiencing homelessness, and we will not give up until everyone in the Exeter area can enjoy a place called home".

Our work is informed by 7 Values which underpin not only what we do, but how we do it, and how we relate to one another. These are:

- **Respect:** We believe that everyone is worthy of respect and dignity.
- **Compassion:** We care about each individual and seek to meet them without prejudice.
- **Independence:** By staying independent, we can always put those we help first.
- **Perseverance:** We are here for the long haul, and will keep going for as long as the need exists.
- **Community:** We long for those we support to feel fully part of the generous local community which supports our work.
- **Integrity:** We commit to the highest standards of integrity and our values guide everything we do.
- **Accessibility:** The people we help face multiple challenges, but accessing our services must not be one of them.

As a small charity, consistent delivery of our services depends on the willingness of our staff team to work collaboratively and flexibly to meet the needs of our clients, to cover for absent colleagues, and generally to support one another to achieve our goals.

The STP Homelessness Services Team provides an extensive range of services to assist rough sleepers by providing emergency survival and welfare support, individual intervention to address particular pressing needs, and structured activity with the aim of showing value to those at risk whilst also assisting them into more settled accommodation. The team also extends support to vulnerably housed individuals who are at risk of losing their accommodation, both to provide support to reduce the likelihood of repeat rough sleeping, and to maintain the relationship in case the individual does return to rough sleeping.

Job Purpose

As a multi-disciplinary team, the Homelessness Project Workers are responsible for providing front-line delivery of all emergency survival and other support services to rough sleepers and those who are vulnerably housed and at risk of repeat homelessness. As a small team, each member of the team is expected to work flexibly and collaboratively, bringing their particular skills, knowledge and strengths to deliver the best possible outcomes for rough sleepers and those at risk of rough sleeping, under the leadership of the Homelessness Team Manager. They are also responsible for demonstrating the charity's values to those they support, and in the way they relate to other staff.

This role involves providing a range of practical support to people affected by homelessness (including showers, laundry facilities and clothing in our homelessness day centre), as well as personalised support and advice around housing, welfare benefits, health and wellbeing and more.

Many of our clients are highly vulnerable, have multiple complex needs, mental health issues and have experienced trauma, meaning they often make disclosures of a very personal and sensitive nature. Around 80% of the homeless individuals the team supports are male, and many feel unable to make such disclosures to female staff or engage in support around health, particularly sexual health. Additionally, some of our clients have high-risk offending histories, including sexual offences, and cannot safely be supported by female staff. Given the high proportion of male clients, it is therefore essential that the team includes at least one male and one female Project Worker in order to enable this support to be delivered safely, to avoid re-traumatisation, to ensure good safeguarding practice, and to reduce the risk of unsubstantiated allegations. **Therefore, given the composition of the current team, and in accordance with the Equality Act 2010, St Petrock's will have an Occupational Requirement for this post to be filled by someone who is male.**

Main Responsibilities:

1. TO WORK IN LINE WITH THE ETHOS of STP, including but not limited to:

- Behaving at all times in a manner consistent with the Values of STP and to support the implementation of the charity's Values in every area of our work.
- Showing reasonable flexibility to ensure consistent service delivery by carrying out any other duties as required, including to cover staff absences;
- Complying at all times with all relevant legislation and regulation, together with STP's Policies and Procedures.

2. PROVISION OF SURVIVAL SERVICES: To assist in the delivery of survival services to rough sleepers and the vulnerably housed, including but not limited to:

- Participation in the distribution of food and hot drinks, which are delivered both by mobile outreach (on foot) and at the St Petrock's Centre;
- Distribution of clothing, sleeping bags, etc., to rough sleepers in genuine need;
- Provision of showers, laundry services and other provision to meet basic needs of rough sleepers.

- To assist in the effective discouragement and management of any anti-social behaviour by STP clients in the vicinity of the STP Centre;
- Ensuring vulnerable individuals at high risk are identified, and liaising with appropriate statutory and other services to safeguard their welfare;
- Developing strong and effective partnership with other homelessness, housing, health, police and other relevant organisations to promote good joint working to the benefit of STP clients.

3. PROVISION OF SUPPORT SERVICES: To assist in providing individualised support to rough sleepers and the vulnerably housed, including but not limited to:

- To assist in the development of additional services to support and demonstrate value to people experiencing homelessness;
- Provision of individual and group support to rough sleepers and vulnerably housed to improve their health, safety and wellbeing, as well as to assist them into suitable accommodation;
- Development and delivery of meaningful occupation for groups to encourage a sense of purpose and routine, and to develop skills for independent living;
- Providing appropriate support to former rough sleepers who are vulnerably housed to enable them to not lose their accommodation;
- Maintaining good and accurate client records, including carrying out and keeping up to date needs assessments and risk assessments for clients (rough sleeper or otherwise) so that support can be tailored to the individual whilst protecting the safety and welfare of staff, the client and others;
- Ensuring that all client records are kept securely to ensure client confidentiality.

4. ASSIST IN PROMOTING THE WORK OF STP and the welfare of our clients by attending appropriate meetings, networks and other events with local agencies and partners, and by supporting efforts to raise funds for our work.

St Petrock's (Exeter) Limited

PERSON SPECIFICATION

Title of Post: HOMELESSNESS PROJECT WORKER

(Part time. 6 months fixed term contract)

This Person Specification sets out the essential and desirable qualities we expect to see evidenced by the successful candidate.

	Essential	Desirable
Personal Characteristics	• In accordance with the Equality Act 2010, there is an Occupational Requirement for this post to be filled by someone who is male – see Job Description for details. • A genuine commitment to the Mission and Values of St Petrock's • Calm, patient and professional manner • Excellent team player with a flexible, proactive and adaptable attitude • Trustworthy and discreet in managing sensitive personal information. • Non-judgemental attitude and ability not to be upset by clients who may be visibly distressed, frustrated or behave in challenging ways. • Cheerful, positive disposition • Self-motivated and able to work well with minimal supervision • Willingness to carry out flexible additional tasks where necessary to facilitate deliver of St Petrock's services • Honesty, reliability, creativity and flexibility • Good level of physical fitness; able to walk up to 6 miles per day across differing terrains. • Willingness to work outdoors in all weathers. • Willing to work some bank holidays on a rota basis. • Must be able to work Monday to Thursday each week.	

Skills and Experience	• Experience of working in a similar 'frontline / face to face' role with people experiencing homelessness. • Managing challenging behaviours and / or confrontational situations in a calm and safe way. • Good IT skills, including Outlook email, proficiency in Microsoft Office (including Sharepoint, Word & Excel). • Excellent attention to detail. • Excellent time management skills and the ability to prioritise tasks to meet deadlines under pressure. • Excellent people skills • Very good written and verbal communication skills • Very good and engaging telephone manner • The ability to establish good working relationships with clients, colleagues, other stakeholders externally and to work well within a team.	Experience of: • Working within the charity sector • Working alongside volunteers. • Working with people experiencing homelessness or other major hardship. • Working with people with mental illness and/or substance misuse problems. • An understanding of client key working methods, case working, and the implementation of different approaches, such as personalisation and trauma informed care.
Knowledge and Understanding	• A good understanding of professional boundaries. • Awareness of confidentiality in relation to electronic, paper and verbal communications (GDPR). • Relevant experience and good understanding of the issues involved in delivering effective support services to a range of vulnerable people. • An understanding of the complex issues contributing to homelessness and of the needs and aspirations of homeless people.	• Awareness of current, relevant legislation and the impact of that legislation, including a working knowledge of the welfare benefit and housing benefit systems. • Awareness of homeless legislation as it relates to DA/DV. • Awareness of the issues related to violence against women and girls (VAWG).
Qualifications	• Entitled to live and work in UK • Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English).	• NVQ level 2/3 in Social Care or other similar qualification • Accredited Counselling qualification (BACP or equivalent)

St Petrock's (Exeter) Limited

Disclosure of Convictions and Cautions

Explanation

You must disclose any unspent conditional cautions and convictions in Question 1 below.

For most jobs you do not have to disclose convictions for earlier (spent) criminal offences. However, the nature of this job includes contact with people who are vulnerable and therefore falls outside the scope of the provisions of the Rehabilitation of Offenders Act 1974 which relates to spent convictions.

In Question 2 below we will ask you to disclose any spent convictions, in line with the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This is classed as an excepted question, and you are therefore under an obligation to answer it. A failure to answer these questions without a valid reason, or to provide truthful information can be treated by us as a reason to withhold an offer of employment or to dismiss.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Any disclosures you make will only be considered after the short-listing process and will then be assessed according to the individual conviction and job concerned. Please take the opportunity to say anything you need in support of your application - it will be treated as confidential.

IMPORTANT: Please note that any convictions listed here will not necessarily bar you from working for us; this will depend on the nature of the position and the circumstances and background of your offences.

Question 1: Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Yes/No)

If YES, please give details below (use a separate sheet if necessary).

Question2: Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Yes/No)

If YES, please give details below.

Signed:

Date:

Print name: