

# Job Description



<b>Job title:</b>	Lead Worker (Structured Coaching)
<b>Department:</b>	Client Services
<b>Reporting to:</b>	Operations Manager - Structured Coaching
<b>Salary:</b>	£41,167 per annum
<b>Hours:</b>	35 per week
<b>Location:</b>	Based in Crisis Skylight Croydon
<b>Contract type:</b>	12 month fixed term contract

## Core purpose of the role

- Client Services at Crisis seek to work alongside people experiencing homelessness to enable each individual to receive the support they need to end their homelessness.
- As a Coach in the Structured Coaching Team, you will be the lead worker for people who have engaged well with the service and are able to work with you to develop and follow a personalised plan to end their homelessness. You will also work with people who have more complex needs and require coordinated support from other agencies. The balance and type of caseload you hold will depend on the needs of the service alongside your skills and experience
- The key to success will be your ability, as part of the Crisis team, to make collaborative, consistent and persistent relationships with each person

## Aim and influence

- To be the lead worker for Crisis members on your caseload by being consistent and clear point of contact for that member and leading on the support to meet the member's needs to end their homelessness for good.
- Deliver high quality support and coaching that enables members to access and engage with the help they need, supporting them to develop their plans and achieve their goals and to ultimately leave homelessness behind.
- Lead Work a caseload and provide effective case management in line with the Crisis agreed Crisis Case Management Framework.





- Hold or develop an area of expertise (such as housing led practice, welfare benefits, landlord and tenancy law, employment support, or health and wellbeing) to enhance the effectiveness of your multi-disciplinary team's ability to support members and engage effectively with partners.
- Provide up-to-date and reliable IAG to people with lived experience of homelessness
- Advocate for members and lead on access to external organisations to ensure appropriate, timely support to help end their homelessness.
- Ensure the delivery of psychologically informed services that:
  - promote member engagement and maximise inclusion and safety;
  - support wellbeing and the development of resilience and interpersonal skills;
  - are person centred and help people recognise and build on their strengths;
  - motivate people and encourage them to identify and work through the changes they need and want to make and supporting them to recognise their progress;
  - provide routes into appropriate learning and skills opportunities and ensure that members have access to the community-based specialist services and support they need
  - Recognise the prevalence of, and impact of adversity and trauma on a person, understanding that individuals have all too often been disempowered, disconnected and excluded, and are careful not to repeat this.
  - Recognise the value of compassion and connection in creating safety
- Provide support to members with practical aspects of their route out of homelessness, including access to housing, access to benefits and other relevant issues.
- Support the delivery of Member Involvement and volunteering to enhance member's experience

### Financial and supervisory responsibility

- Guidance and support to colleagues and volunteers to contribute to the development of skills and experience in the team.
- Delegated responsibility for the processing of a variety of financial transactions.

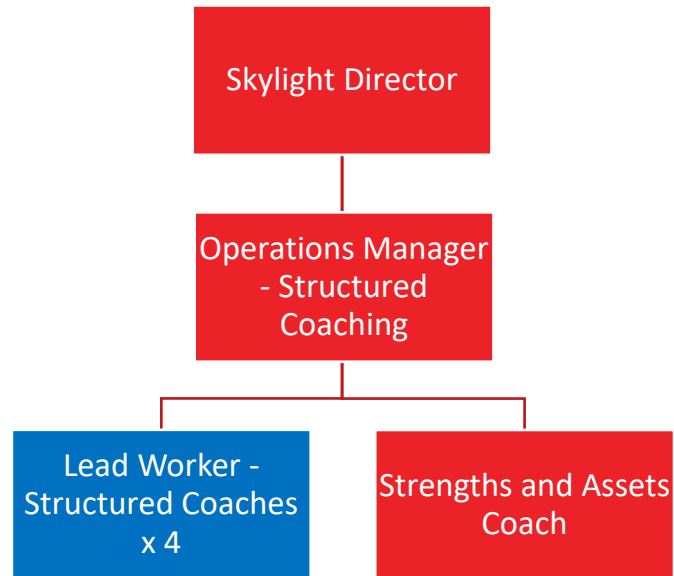
### Other key details

- 35 hours per week, some evening and weekend work may be required.
- Travel may be required across the UK for meetings
- The role involves working with vulnerable adults and young people and so a satisfactory enhanced disclosure from the Disclosure and Barring Service is required.



- You will be required to work flexibly and move teams to carry out your role in order to meet the needs of members. This will be reviewed regularly.

### Organisational Structure



*Please note that structure is subject to change.*

### Key accountabilities

- Be responsible for supporting a number of Crisis Skylight members who are ready to engage with structured coaching to achieve the goals they need to end their homelessness
- Ensure that members receive other specialist services through community based and mainstream services they need to help them achieve their goals.
- Liaise with partner organisations as necessary, including meetings with other professionals concerning members, and ensure that safeguarding concerns are appropriately reported.
- Be responsible for the health and safety and safeguarding of members, staff and volunteers, in line with Crisis policies and as part of the Skylight team.
- As part of the structured coaching service contribute to ensuring that member involvement is fully integrated into the work of the Skylight.
- Ensure volunteering is a positive experience at the Skylight.



### Contribution to the team and organisation

- Support team members, including volunteers, in their work by sharing your knowledge and skills and working collaboratively and constructively together in the interests of members.
- Supervision of volunteers where required
- Participate positively in team meetings and group work sharing ideas and respecting your colleagues' contributions to build and sustain an inclusive team.
- Be part of a transparent team environment that is open to learning from mistakes and welcomes learning through continuous improvement.
- Contribute to the delivery of an impactful Crisis at Christmas service

### Monitoring and quality

- Adhere to monitoring, case recording, outcome reviews and quality and audit systems. Ensure that accurate data is captured on the Case Management System and that there is good and appropriately responsive communication.
- Awareness of quality standards, including the compliance and good governance of service provision.

### Relationships and influence

- Develop and sustain positive operational partnerships that help ensure members are able to access appropriate services in their communities.
- Build and maintain excellent relationships with colleagues across the Skylight and with other Crisis teams to ensure the delivery of a high-quality service as part of an integrated service offer that ends homelessness.
- Ensure members have access to opportunities for housing, employment, volunteering and training to end their homelessness.
- Work effectively with emotional and relational issues, utilising support from Psychology, Management and Learning & Development to do so (e.g., supervision, training, reflective practice).
- Work reflectively, developing an awareness of your own and others' relational styles and responses, and any judgements, biases or assumptions that may impact upon your work.



### General responsibilities

- Pro-actively seek out opportunities to promote and support member involvement within Crisis
- Develop and maintain an understanding of Crisis' work and the needs and circumstances of people facing homelessness
- Comply with Crisis policies and procedures, including Health and Safety policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health and Safety at Work Act.
- Comply with all Crisis policies and procedures insofar as they relate to the provision of services, including Safeguarding and Equality, Diversity & Inclusion
- Deliver services that are person-centred, sensitive and responsive to the diverse needs of Crisis Members
- Supervise, guide or direct Volunteers where necessary
- Work collaboratively across departments to support Crisis' mission to end homelessness
- Flexibility to cover other roles of comparable level to maintain and adapt service delivery where required
- Commitment to the utilisation of Crisis' chosen IT Systems
- Competent in the use of laptops, desktop PC's and headsets
- Competent in the use of Microsoft applications i.e.: MS Outlook, MS Teams, MS Word and MS PowerPoint along with the use of online applications, for example Zoom and web browsers - Google Chrome or Microsoft Edge
- Understand and promote the importance of evidencing our impact in preventing and ending homelessness and evidence the barriers faced by members to directly inform our Policy and Campaigns strategies. Through the use of the Crisis Member Achievement and Progression System (MAPS) and case management standards/matrix
- To contribute directly to the delivery of an effective and impactful Crisis at Christmas. Which will include an expectation to work at times over Christmas public holidays in return for time of in lieu (TOIL).
- Carry out any other duties reasonably associated with your role



## Person Specification

### Essential

1. Have worked within a relevant sector e.g. homelessness, mental health, drug and alcohol treatment, criminal justice, modern day slavery.
2. Knowledge and experience of coaching methodology ability which supports individuals within socially excluded and disadvantaged groups through a process of strengths based personal change. The applicant should hold or be willing to work towards a coaching qualification
3. Exceptional knowledge of relevant, housing, homelessness and welfare legislation.
4. Knowledge and experience of providing IAG, the applicant should hold or be willing to work towards an IAG qualification
5. Awareness of the barriers to engagement and participation experienced by people facing homelessness and other forms of social exclusion and an understanding of how these might be overcome.
6. An understanding of psychologically informed approaches when working with people who have experienced complex trauma and marginalised individuals
7. Able to effectively manage own workload, including a varied caseload, with excellent organisational skills and the ability to manage conflicting priorities, exercise judgment under pressure and balance competing demands
8. A commitment to teamwork and able to operate as part of a multi-disciplinary team
9. Knowledge of health and safety issues and safeguarding procedures to ensure a safe environment is provided for members, staff, volunteers, supporters and visitors.
10. Excellent advocacy and partnership skills to improve access to services for clients.
11. Understanding of the importance of protecting an individual's personal and sensitive data when working with someone's information.
12. Excellent communication skills, spoken and written, including the ability to promote Crisis' services to a wide variety of audiences.
13. Knowledge of safeguarding and commitment to act in compliance with safeguarding policy and procedures
14. Commitment to Crisis' purpose and values
15. Commitment to Equality, Diversity and Inclusion



## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

**The person specification requires a qualification or experience that I do not have. Is it still worth me applying?**

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

**Can I apply by sending my CV?**

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

**What should I do if I can't complete an online application?**

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

**How can I maximise my chance of being shortlisted?**

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.



### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

### Does Crisis use Artificial Intelligence (AI) technology for shortlisting?

Crisis does not use AI technology for shortlisting applications or throughout our recruitment process.

### Can I use Artificial Intelligence (AI) technology for my application?

We would also strongly discourage applicants using AI technology, we want to hear from your own experience and perspectives in your application and if shortlisted, during interview.

### If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

### Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

### Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

### I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them.

What should I do?





There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.