



## **SENIOR PROJECT WORKER – JOB DESCRIPTION**

- Job Title:** FIAMPH Project Worker (17.5 hrs/2.5 days per week)
- Responsible to:** Project Manager
- Based:** Drop-in Centre – currently at Kingston Road, SW19 - 2 days a week  
Wimbledon Guild, Guild House, Worple Road, SW19 0.5 days a week
- Salary:** Point 32 on the Local Authority spinal column scale plus Outer London Allowance 17.5 hrs a week, currently £15,461.00pa

### **Purpose of Job:**

- Supporting the Project Manager, and deputising where necessary, in managing and running the Drop-in Centre for adult individuals who are homeless or vulnerably housed, suffering from adverse circumstances and in need of help in acquiring a settled way of life.
- Liaising with voluntary and public sector agencies.
- Carrying out a range of administrative tasks associated with the project.
- Co-ordinating the recruitment, support and training of volunteers.

### **Responsibilities:**

In close consultation with the Project Manager to:

- Assist in ensuring the continuing provision of existing Drop-in Centre services to users including provision of hot food, showers, laundry facilities, clothes bank and leisure activities.
- Undertake assessments and offer information, support and advocacy to service users including assistance with paperwork, benefit claims, housing and drink/drug rehabilitation applications and, where appropriate, accompanying service users to appointments with external agencies.
- Create a Drop-in Centre environment which motivates and guides service users through the process of inclusion back into mainstream society.
- Develop further services to service users as appropriate in consultation with the Management Committee.
- Co-ordinate the recruitment and management of volunteers, including induction, regular support groups and training.
- Develop links with other relevant existing services in order to ensure that the differing needs of individual service users are addressed and raise awareness locally of the FIAMHP purpose and services.
- Assist in producing newsletters, publicity and other relevant promotional material.
- Support local publicity events and give talks to promote FIAMPH.

## PERSON SPECIFICATION

### Essential Competencies

- Empathy with, and understanding of the aims and purpose of FIAMHP and the committed non-judgmental approach to the service user group of the various faith groups
- Ability to engage and work with people in the service user group who are disaffected and excluded and who have multiple difficulties
- Ability to manage difficult or challenging situations calmly and effectively
- Ability to support members of staff and a team of volunteers
- Good organizational skills
- Ability to establish good working relationships with the Management Committee, voluntary and public sector agencies and funders
- Report-writing skills and ability to use ICT including Word and Excel programs and social media
- Good understanding of, and commitment to, the importance of equality of opportunity and the value of diversity
- Self-motivation and initiative

### Desirable Competencies

- Experience of working with homeless people
- Some understanding of working with people with mental health problems and/or solvent misuse
- Experience of recruiting and managing volunteers.
- Community or social work background in voluntary or statutory sectors