

# RECRUITMENT INFORMATION PACK

## Night Project Worker – Supported Accommodation

**Hours:** 35 hours per week (Nights: 21.45pm – 08.15am, worked four nights on, four nights off.)

**Salary:** 12 per hour

**Annual Holidays:** 6 weeks plus Bank Holidays (pro-rated for part time hours)

**Location:** Bradford and Keighley



## Being part of an organisation that makes a difference - Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with people of all ages, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people. We offer support for people living in their own homes and we run a training centre that helps people find work or develop skills for everyday life.

Horton Housing is committed to equality, diversity and inclusion (EDI) and providing services that are inclusive and accessible for everyone.

### OUR PEOPLE

Horton Housing Association (HHA) is committed to being a great place to work for everyone who works here, and we get some really positive feedback from our colleagues.

In our recent annual colleague survey, more than 9 out of 10 respondents told us that:

- They had a good relationship with their line manager
- HHA's values align with their own
- They believe that Horton's work positively impacts people's lives
- They feel involved in their work.

And when we asked some of our colleagues about the best part of working at HHA here's a snapshot of what they told us.

- *"The people. The people I work with. Every person's different and that's what I like about it, and I like watching people changing their lives."*
- *"The Training is the best bit of it. It equips you to do the job role as successfully as you can. It's very rewarding, it's been fantastic, I wouldn't change it for the world."*

In short, we care about people. We work hard to be a great place to work, so that we can improve lives together.



## About the department

The Group Living Services (GLS) provide short-term accommodation and support for young people who are leaving care or are unaccompanied asylum seeking children in need of accommodation, aged between 16 and 18. This service provides support to young people to help them develop independent living skills. We support the young people with tenancy management, money management, education and training, drug and alcohol problems, mental health, and offending behaviour. We create a safe, supportive and empowering environment for young people within the Group Living Service enabling them to move on to independent long accommodation.



## Message from the Recruiting Manager

The role is to support the young people via: engagement activities, socialising and befriending, support with life skills, including, cooking, managing a tenancy, budgeting, support with their progression e.g. CV writing, volunteering, training, move on accommodation.

The young people really appreciate the support they receive and it's great to watch someone grow and develop. The role can be very varied, and there is a lot of room for ideas and innovation from yourself.

We have a great team. It is very multicultural and we all support each other.

We are looking for someone who wants to make a difference to people's lives, is willing to get stuck in, wants to socialise and build relationships with the young people and has a calm and measured approach to work.

## Job Description

### REPORTS TO: Scheme Manager

We have three group living services based within the Bradford area, each service aims to provide young people with the skills, knowledge and confidence needed for independent living. The young people who live in our accommodation are from a wide range of backgrounds; primarily care leavers 16-17 and Unaccompanied Asylum Seeking Children (UASC).

The teams consist of a manager, housing support staff, project workers and night project workers who also have a night team leader, ensuring our young people have support 24/7.

There is an expectation that you are able to provide cover at any of our three homes as and when required, access to a car is therefore essential for this role.

You will also provide support with domestic duties in the home, expected to keep accurate records, especially when completing handovers and the ability to respond to any emergencies appropriately. We are looking for someone who will enjoy the challenges and rewards of working with young people.

### RESPONSIBILITIES

- To safeguard the young people within the service – including reporting and responding to safeguarding disclosures, accessing support from relevant services and internally when necessary.
- To lone work and to be awake throughout the night on site, a floating person is always available as and when needed.
- To ensure all young people adhere to the House Rules.
- Resolving and dealing with any anti-social behaviour.



- To contact emergency services as required to deal with any incidents or emergencies.
- To develop positive and professional working relationships with young people to achieve positive outcomes through listening and one to one conversations.
- To have an open and flexible approach to working with young people and a good knowledge of how to positively manage behaviour that can challenge.
- Completing welfare checks and other Health and Safety duties. Engage in all aspects of housing management; reporting repairs, fire alarm tests, overall health and safety of the building and the young people who live in them.
- To complete general housekeeping and domestic duties to ensure living standards are maintained. This will include cleaning of voids, communal areas, offices and toilets.
- To ensure the safety and wellbeing of the young people in site by paying particular regard to building security including access to the building, monitoring of CCTV and regular safety checks of the building and communal areas through the night.
- To complete a written and verbal handover each morning, highlighting any incidents or concerns during the night, any telephone calls, repairs and items that need to be restocked.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

## Person Specification

### ESSENTIAL

Essential for Horton Housing:

- Ability to maintain professional boundaries
- Commitment to Equality, Diversity and Inclusion
- A willingness to undertake any further training required
- Ability to work flexibly to meet the needs of the service
- A full UK driving licence and use of a car for work purposes
- Enhanced DBS check before start

Essential for the role:

- Experience of working in an environment that caters for Young People and/or people seeking asylum in either a paid, voluntary capacity or lived experience.
- An understanding of issues faced by young people and/or people seeking asylum especially unaccompanied minors
- Able to listen to and communicate effectively with children and young people
- Awareness of the need of children to feel safe and listened to



- Ability to work flexible hours on a rota basis to meet the demands of the service and work across all three Group Living Service schemes as and when required. This includes shift work during days, evenings, weekends and bank holidays
- Evidence of qualifications or training relevant for the post, including a Children and Young Person's Workforce Level 3 Diploma (or an equivalent qualification) or be willing to undertake this qualification as it is a requirement.
- Ability to carry out a range of domestic tasks such as cleaning, changing beds, etc.
- Excellent verbal, written and ICT skills

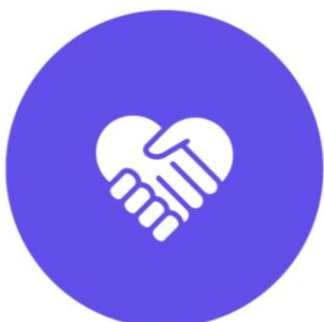


## Our Values



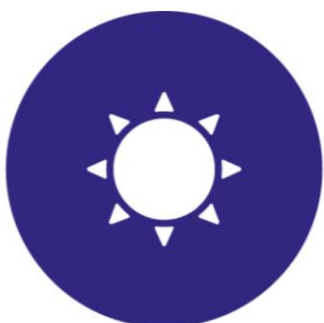
### Be Supportive

We are kind, helpful and caring. We create safe spaces where people are listened to with compassion, empathy and understanding.



### Be Respectful

We are inclusive and approachable. We work together in an open and transparent way to build trust and understanding.



### Be Bold

We are positive, empowering and resilient. We are ambitious and work flexibly to provide opportunities for growth.

## Our Commitment to Equality, Diversity and Inclusion

HHA aims to be an equal opportunities employer. HHA is committed to ensuring that no job applicant or colleague receives less favourable treatment on the grounds of a protected characteristic, criminal history or any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs. To achieve this we are committed to actions that will increase diversity and to encourage applications from candidates who are underrepresented in sections of our workforce. We are a Disability Confident and Clean Sheet Employer.



# What can you expect from working at Horton Housing Association?

## Community Culture

At Horton Housing, our working culture is one based on trust, respect and inclusion. We focus on open communication, starting from the very top with consistent communication from our Chief Executive Officer (CEO). With regular meetings across schemes and departments, we really are a community who can rely on each other.

## Personal Growth

We offer a multitude of development opportunities for our colleagues, including: funded qualifications, job shadowing, secondments, and internal promotions or movements across different schemes and departments.

## Wellbeing

We know that work/life balance is at the heart of employee wellbeing. That's why our full time work week is only 35 hours, and we offer flexible working where possible. We also offer 6 weeks holiday (+ Bank Holidays) so you can spend more time doing what you love.

We're partnered with Health Assured to offer you free counselling available 24/7, a confidential helpline, and an app offering a range of wellbeing resources (health plans, meditation, recipes, and podcasts).

Because Financial Wellbeing is as important as mental wellbeing, we also offer an interest free employee loan scheme up to £1200.

## Taking Pride in Our Vision

At Horton we always strive to deliver the best and meet the highest standards – whether this be our accommodation, support, maintenance or central services teams. We value the unique skills and experience that each of our colleagues bring to help us achieve our ambitious goals.

## Empowering You to Succeed

HHA is a Strength Based Organisation, and just as we recognise the people we support to be experts in their own lives, we recognise our colleagues as experts in their roles – and encourage everyone to work with autonomy and pride. To help you reach your potential with us, we offer a range of internal training courses, including a thorough induction when you start.

## Colleague Engagement

There are lots of opportunities to get involved at Horton, with a Wellbeing and EDI group open for anybody to join and have their say. We also post good news and announcements across the organisation on our SharePoint. You may even be interviewed for our quarterly magazine!

**Did you know:** Our CEO started with HHA as a Support Worker and worked all the way up!





## How to Apply

To apply for this role, please complete the application form in full via our website.

We shortlist based on the job description for the role. As such, please tailor your application to the person specification, stressing how you meet the essential criteria, particularly in your supporting statement.

## Contact us

**Head Office:** Horton Housing Association, Chartford House, 54 Little Horton Lane, Bradford, West Yorkshire, BD5 0BS

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