

RECRUITMENT INFORMATION PACK

Project Worker – HACS 4 Women

Hours: 16 hours per week

Salary: £12 per hour

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

Location: Bradford



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

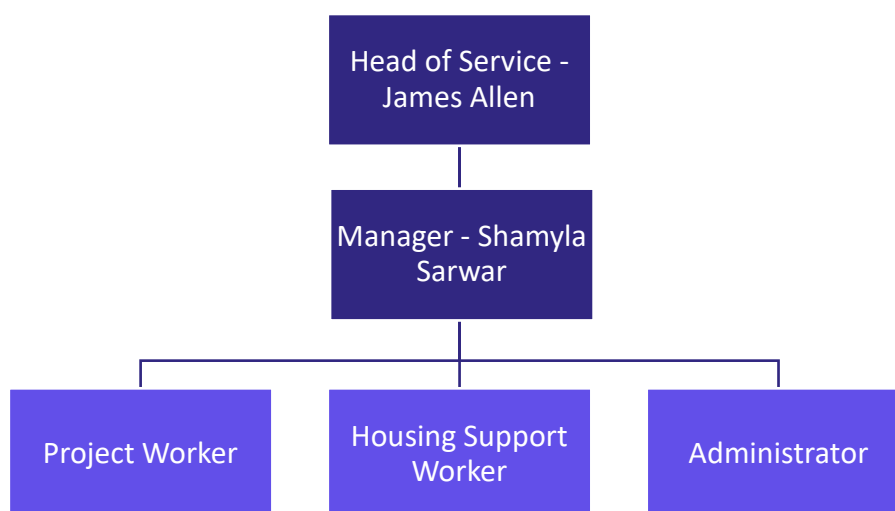
HACS (Housing and Community Support) provides housing-related support for people in the community who have experience periods of homelessness, are at risk of becoming homeless, or have an unsettled lifestyle.

The HACS team visit individuals at a place that is convenient for them, often in their own home, temporary accommodation or a family member's house, public place or at our office.

The team supports individuals who may have high levels of support needs, people who may be experiencing or have experienced problems with drugs or alcohol use and poor mental health. The team provides individuals with floating support to enable them to manage their own personal development and support plans to help them transition out of difficult circumstances and take control of their lives.

We provide a service to people who may be socially excluded and have difficulty in accessing services. We enable people to become 'Tenancy Ready', to maintain their tenancies and to move-on into homes of their own. We encourage and support people to develop new and existing skills and gain confidence in their ability to manage their own homes independently.

We tailor support in consultation with the individuals taking into account their needs to achieve the best outcome for them. We provide opportunities for people to explore and realise their own potential and build resilience through innovative activities, informal learning and volunteering.



Message from the Recruiting Manager

Hello,

Thank you so much for your interest in this role.

We provide support to our residents to help them develop essential life skills, access meaningful activities, and work towards their goals and aspirations so they can move on to live independently. As a Project Worker, your role will focus on delivering engaging activities, providing tailored 1-1 support, and managing crises as they arise to ensure our residents feel supported every step of the way.

You will plan and facilitate group sessions and one-to-one interactions designed to enhance well-being, build confidence, and equip residents with the skills they need to thrive. You will also be a key point of support during times of crisis, offering guidance and solutions to help residents navigate challenges while maintaining a calm and proactive approach.

Based across our residential and community settings in Bradford, with some travel required, you will work closely with residents to ensure they are fully supported and can access opportunities that improve their quality of life. You will be joining a passionate and dedicated team that is committed to making a positive difference in the lives of those we support.

This is a highly rewarding role where you will witness the transformative impact of your work. We place great emphasis on a trauma-informed approach, ensuring our services are sensitive to the emotional and psychological challenges faced by our residents, and we adapt our support to meet their unique needs.

As part of our team, you'll receive comprehensive training from our learning and development team, as well as additional training opportunities tailored to your needs and interests.

You will be expected to work on Saturday and Sunday between 8.00am and 5.00pm. With benefits such as 30 days of Annual Leave and access to an excellent Employee Assistance Programme, you will enjoy a strong work/life balance and feel just as supported in your role as our residents do.

If you are compassionate, can work on your own initiative, and dedicated to helping others we would love to hear from you. I look forward to receiving your application.

Job Description

REPORTS TO: Scheme Manager

You will work alongside the Manager and Support Workers to provide and maintain a safe and supportive environment. Key to this will be exploring the interests of the people living



at HACS 4 Women and supporting them to engage in a range of activities, one-to-one and in groups, both HACS 4 Women and within the community.

RESPONSIBILITIES

- Have an awareness of each individual's needs and circumstances and respond to these in a sensitive and timely manner
- Engage with the people living at HACS 4 Women in a range of internal and external activities of their choice
- Respond to incidents that may arise in a calm and timely manner. This includes identifying potential incidents of violence and aggression and acting quickly to defuse these
- Liaise with police, ambulance service and other agencies to ensure a safe environment, this includes responding quickly to emergency situations
- Receive and read reports prepared by other staff at the start of each shift and to write reports in preparation for handover at end of shift
- Ensure case notes are kept up to date and completed on a daily basis
- Undertake domestic duties as necessary, including tidying the office and communal areas, encouraging/assisting individuals to go shopping, prepare meals, clean their flats etc.
- Participate in staff meetings, training, reflective practice and supervision as required

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/department
- Enhanced DBS check before start

Essential for the role:

- A respectful and clear approach to communicating with others
- Passionate about people using their talents and abilities to solve their own problems



- Knowledge of the challenges faced by people experiencing homelessness including rough sleeping. This knowledge could have been gained through lived experience or in a paid or voluntary capacity
- Knowledge of the challenges faced by people experiencing multiple disadvantages including drug and alcohol dependency. This knowledge could have been gained through lived experience or in a paid or voluntary capacity
- Excellent interpersonal skills and the ability to work in a person-led way
- Possess high levels of emotion intelligence and resilience
- Commitment to contribute towards creating and working in a Psychologically Informed Environment (PIE)
- A commitment to partnership working
- Report writing, hand over and IT skills
- Ability to work the agreed rota including evenings, weekends, bank holidays and festivals

DESIRABLE

- Full UK driving licence and vehicle which can be insured for business use

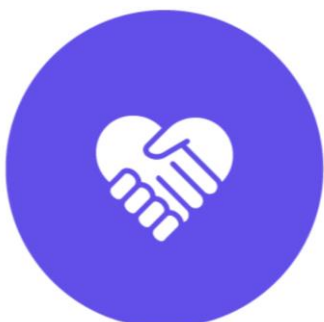


Our Values



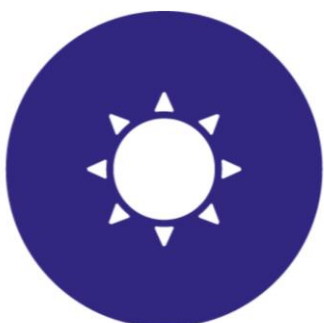
Be Supportive

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 each vacancy's job description. As such, please tailor your application to the person specification, stressing how you meet the essential criteria.

Contact us

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