

RECRUITMENT INFORMATION PACK

Project Worker – Bradford Homeless Partnership

Hours: 16 hours per week (Week 1, 8am – 4pm Saturday and Sunday & Week 2, 2pm -10pm Saturday and Sunday)

Salary: £12 per hour

Annual Holidays: 6 weeks plus Bank Holidays (pro-rated 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.

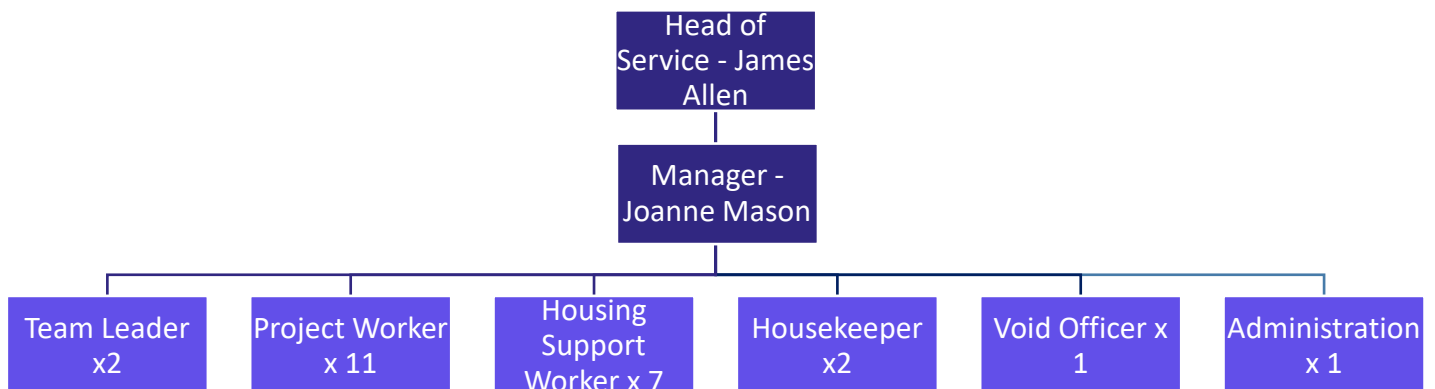


About the department

The Bradford Homeless Partnership delivers a service in partnership with Bradford Cyrenians.

The service offers temporary and emergency accommodation for people in the Bradford District who are homeless or at risk of homelessness. The accommodation is short term and on a non-secure basis.

The service provides high quality responsive housing and support to people with complex needs. The accommodation comprises of single and family-sized units. We offer 24/7 onsite support across Bradford and Keighley to support people into sustainable longer-term accommodation.



Message from the Recruiting Manager

Hello,

Thank you so much for your interest in this role.

The Project Worker is a key role within the Bradford Homeless Partnership Service. You will work predominantly at Octavia Court, and travel to help those we support when there may be any issues or incidents that occur.

You will be joining a fantastic team of people, who are passionate about improving lives as well as our community.

This is a really rewarding role, where you will be able to see that your hard work results in exceptional outcomes for everybody that we support. We will fully support you within the team as you get started, and you'll also receive training from our Learning and Development department, as well as any extra training that you might be interested in.

The team work various hours each week, Monday to Sunday including bank holidays. Generous annual leave and an excellent Employee Assistance Programme mean you will have great work/life balance and feel supported in your role.

If you are hard-working, passionate about helping people, and have some relevant experience (professional or lived experience), then we would love to hear from you. I look forward to receiving your application.

Best wishes,

Joanne Mason – Manager, Bradford Homeless Partnership



Job Description

REPORTS TO: Scheme Manager

The Emergency Duty Team is responsible for providing safe and secure accommodation for people with multiple and complex needs. You will provide a personable, sensitive and effective service outside of normal working hours. You will manage emergency telephone referrals to place people, with an immediate requirement, into temporary accommodation. You will carry out security checks and domestic cleaning duties within a communal housing setting.

RESPONSIBILITIES

- Appropriately assess and allocate emergency referrals for temporary accommodation outside of normal working hours.
- Make referrals to the Social Services emergency team.
- Keep and maintain accurate written records that include details of incidents, support and actions taken during your shift to present a comprehensive written handover.
- You will patrol the premises, monitor CCTV and maintain a visible presence as required to ensure the integrity of the building is maintained.
- Carry out welfare checks at clients' properties.
- Undertake domestic duties and minor repairs, for example: cleaning communal areas; clearing sharps; hanging curtains; changing bedding; and preparing, cleaning and refurbishing rooms ready for re-letting.
- Ensure that the service's properties, fixtures and fittings are kept clean and tidy
- Report repairs and damages to ensure they are dealt with promptly and in accordance with the agreed protocol.
- Carry out health and safety checks of properties and respond to any emergencies that may arise in a calm and timely manner.
- Log/record any incidences and complete safeguarding reports as required.
- Liaise with police and other agencies to prevent damage to the building and properties to ensure a safe and secure environment is maintain for residents and colleagues.
- Provide a supportive atmosphere for people within the service, encourage feedback on the service, and respond to their requirements appropriately.
- Attend team and individual meetings as required and actively participate in these.
- Ensure professional boundaries are maintained at all times.
- Perform any admin tasks and other duties from time to time that may reasonably be 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
- 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 with people and their associated needs in a paid or voluntary role. For example, homelessness, drug/alcohol use and poor mental health.
- Knowledge and understanding of issues faced by people with multiple and complex needs.
- Excellent communication and ICT skills.
- Excellent time management and record keeping.
- Able to remain calm and work effectively under pressure in isolated situations.
- Ability to work as part of a team or on own initiative when necessary.
- Ability to carry out tasks to maintain the health and safety of a building (i.e. fire alarm tests, property checks, reporting repairs etc.)
- Ability to carry out domestic duties e.g. cleaning, changing bedding, clearing out sharps, restocking and preparing properties ready for new occupants.
- Ability to work weekends.

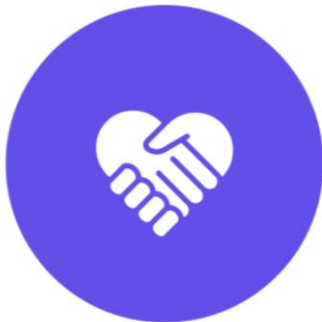


Our Values



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.

Contact us

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