Application pack
Project Worker

(Full-time post, 37.5 hours/week)

Sussex Emmaus - Charity: 1053354 Registered Company: 3130876

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Dear Applicant,

Sussex Emmaus is looking to recruit a Project Worker to support Companions living and working at Sussex Emmaus. A description of the Emmaus ethos and service delivery is in the recruitment pack below and more information can be found on our website Welcome to Emmaus Brighton & Hove.

The support team consists of three Project Workers and the Community Manager. The role is described in the job description as well as the desirable and expected skills, knowledge and experience to fulfill the role. If you would like an informal chat before applying please contact Ren Gordon, Community Manager, on 07736378814.

This is a full-time role, and you will work 37.5 hours over 5 days per week. The working days are Tuesday to Saturday. You will have the opportunity in the interview to discuss flexy working.

To apply please send the completed job application form by email to admin@emmausbrighton.co.uk or by post to Administrator, Sussex Emmaus, Drove Road, Portslade, BN41 2PA.

The closing date for applications is Monday 19th September 2022, at 5pm. Interviews will be held on the Wednesday 12th October 2022.

Kind Regards

Ren Gordon
Community Manager
Sussex Emmaus

About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging.

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus Community. This gives people the opportunity to take stock of their lives, dealwith any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus Community and workin the social enterprise, where they support themselves and one another. There are currently 850 Companions living at 29 Emmaus Communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for Companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing Companions that theiractions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus Communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask:

- That Companions work for 40 hours per week, or give as much time as they areable, in the Community's social enterprises.
- That they behave in a respectful way towards one another.
- That no alcohol or illegal drugs are used on the premises.
- That they sign off all benefits, with the exception of housing benefit.

Our impact

Emmaus doesn't only have a significant impact on the lives of people who haveexperienced homelessness and social exclusion, it also
brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus Community, £11 isgenerated in social, environmental and economic returns.

The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved theDepartment of Heath £1,478,506 for NHS and emergency service costs.
- Emmaus saved local government £2,447,612 which would have been spent on hd accommodation, drug and alcohol services and landfill.
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus Communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work andsupport. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

The Emmaus UK federation strategic plan 2020-25

Our ambition, by 2025:

- We will provide a home to **1,100** people.
- We will be **75%** self-funded through companion-led social enterprises.
- More than **95%** of companions will describe Emmaus as a positive experience.
- We will support **100,000** people each year through acts of solidarity.
- We will have reduced our carbon footprint and we will be actively lookingto **improve** our environmental impact.

Our strategic priorities:

We will help more people by:

- Delivering a wider range of activities to address social exclusion.
- Creating more homes
- Developing a range of employment and move on housing options.We will work smarter by:
- Improving our processes and making better use of technology
- Developing and growing our social enterprises
- Actively seeking opportunities to improve our environmental impact.We will shout louder about:
- Who we are and how we make a difference.

The Sussex Emmaus Community

Our vision is for a thriving, diverse and resilient Emmaus Community, making the mostof our amazing asset that is our extensive site in the heart of Portslade Old Village andthe passion and skills of the people that make it tick.

A Community that is home. A transformative place where Companionship for formerlyhomeless people is at the core of what we do – helping vulnerable individuals in crisis when they need it most, providing a home, work and the best life opportunities we can offer, for as long as they need.

A Community that is a destination. A much-talked-about place that attracts people from across the city and beyond to visit, browse, shop, eat and relax – with a reputationfor the experience we offer our visitors, from customer service to great bargains, enjoyable events and a unique, positive environment within which Companions play a key role.

A Community that is a hub. A place within the local Community that welcomes all andshares a broad integrated offer with local residents, schools, businesses, charities and volunteers – bringing the local community together to help people help themselves, perhaps establish a home, go to work, celebrate a birthday, learn something new or simply find a sense of belonging and build new relationships over a cuppa.

A place to stay, a place to feel safe, a place to get support, a place to visit, a placeto grow, a place to connect, a place to contribute.

Project Worker Job Description

Job title:	Project Worker
Reports to:	Community Manager
Location:	Sussex Emmaus Drove Road, Portslade, East Sussex, BN41 2PA

Sussex Emmaus

Emmaus is a secular movement with 29 Communities in the UK. Each Community aims to become self-supporting through its social enterprises. In the past 24 years Emmaus Brighton & Hove has provided a unique solution to combatting homelessness to over 1,500 Companions (residents). We encourage Companions to take part in solidarity by working to help someone less fortunate than themselves. It is a key part of the Emmaus ethos and provides an opportunity to connect with the local community and gives Companions a sense of self-worth.

Sussex Emmaus is a 57-bed supported accommodation project. We offer low to medium support for those who have experienced or may be at risk of experiencing homelessness. Emmaus supports people to work their way out of homelessness, providing a home for as long as someone needs it.

Emmaus works with people who may have faced multiple disadvantages. This can include but is not exclusive to: homelessness; mental health issues; contact with the criminal justice system; historical substance and/or alcohol misuse; and domestic abuse.

Job Purpose

To provide support to Companions using a person-centred approach, who need help both emotionally and practically, so they can live and work in the Emmaus Community, develop life skills and realise their full potential to move on when they are ready.

Abide by Emmaus' ethos; mission; strategic aims and objectives; policies and procedures.

To work as part of a team to ensure the day to day running of the Companion accommodation, to provide a welcoming, positive and safe place to live.

Key Responsibilities

Companion Development

- Provide high-quality person-centred support, using the principles of Trauma Informed Care and Strength Based Practice models to encourage resilience and wellbeing in companions recognising each Companion as the expert of their own experiences.
- Support Companions to explore and identify choices in terms of lifestyle and life skills so they can make informed decisions. Assist Companions to become independent and maximise their skills, where necessary delivering life skills training and accessing outside support and services. Where appropriate, in accordance with Companion requests, provide a move-on pathway that enables them to be ready to acquire the necessary skills and attributes to live independently.
- Provide support to Companions who may have a range of needs, including addiction, mental or physical health. Ensure that appropriate information, advice and support is made available, where necessary

therapeutic help and counselling. Act as advocate and accompany Companions to formal meetings and appointments i.e. court, solicitor and CSA.

- Ensure Companions engage in all aspects of Community life, and are part of its organisation, development and decision-making procedures.
- Effectively communicate Companions' needs with the wider staff team to ensure that there is a holistic approach to supporting Companions across the Community.
- Ensure an effective induction for Companions into the Community, their home and social enterprises and participate in subsequent review meetings.
- Work alongside Companions in all aspects of the social enterprise activities to ensure a clear understanding of the Companion and social enterprise needs.
- Work with Companions to ensure training and personal development plans are identified and effectively implemented. Allowing Companions to have control, direction and purpose.
- Ensure that Companions understand the Community rules, policies and procedures, and that they comply with them, taking remedial action as appropriate. Ensure that Companions are aware that a warning system is used in situations of noncompliance.
- Support the team to identify and co-ordinate Community activities, including outings, events and exchange visits.
- Develop and maintain positive partnerships with other agencies locally to enhance the support available to Companions. Attending external meetings and conferences where necessary.
- Keep up to date with local and national support services, including those within the statutory and voluntary sector.
- As part of a team, support the Community Manager to work alongside the District Councils Housing Team to find sustainable housing solutions for Companions.
- As part of a team, support the Community Manager in the referral and admissions procedures including conducting risk and needs assessments. Work within agreed referral thresholds and communicate these to external stakeholders.
- To be part of the on-call rota providing out of hours provision to the service, where necessary attending on site to resolve critical accidents or incidents.
- Undertake any other duties as may be required from time to time commensurate with your status and capabilities.

Housing Management and Administrative Duties

- To undertake all necessary administrative duties including replying to correspondence.
- Ensure that all Companion risk and needs assessments are thoroughly and accurately completed in a timely manner and are kept up to date.
- Complete Housing Benefit applications. Complete Universal Credit applications for move-on purposes.
- Complete the setting up and termination of licenses ensuring that all internal and external requirements are met.
- Support the Community Manager and team in the referral process ensuring that appropriate Companions join the Community.
- To ensure that all Companion records and information is maintained in compliance with policies, procedures and data protection act.
- Support Companions to abide by their license agreement.
- Support and encourage Companions to maintain a clean and safe physical environment by carrying out cleaning and housekeeping.

Learning and Development

- Maintain personal development including participation in supervision, reflective practice and training.
- Participate in staff review and team meetings.
- Attend annual appraisal reviews.

Monitoring and Reporting

- Maintain client database, ensuring their information is up to date.
- Ensure that all Companion Risk and Needs Assessments are thoroughly and accurately completed to ensure their safety and the safety of others, where necessary liaising with external services and agencies delivering support.
- Ensure all Companion records and information is maintained in line with Emmaus policies and procedures and the General data Protection Regulation 2018.
- Complete quantitative and qualitative data when required for monitoring and evaluation purposes.

Organisational Policies and Procedures

- Abide by Emmaus' policies and procedures and regulatory requirements at all times and in particular:
    - Health and Safety
    - Adult and Child Safeguarding
    - Professional Boundaries
    - Confidentiality and Data Protection Act
- Play an active part in the implementation of organisation-wide policies and procedures.

General

- Ensure that appropriate boundaries are maintained between Companions and staff at all times, that Companions' privacy is respected, and that staff's personal contact details are not revealed.
- To lead by example by demonstrating appropriate behaviours, values and culture.

Equality and Diversity

- Promote and embed a proactive approach to equality and diversity – by example and approach.
- A commitment to treat all staff, volunteers, visitors and Companions equally and with respect.

Special Requirements:

- A requirement to support solidarity[1].
- Share a commitment to and responsibility for work which extends and develops the aims and ethos of Emmaus.
- A requirement to learn and engage with the Emmaus ethos as presented in the Universal Manifesto[2] and embodied in the history and experience of all involved in Emmaus.
- Emmaus works with homeless, vulnerably housed and unemployed people. All employees are subject to an enhanced Disclosure & Barring service check. After interviews, the successful candidate will need to provide evidence of right to work in the UK.

[1] Solidarity within the context of Emmaus is the working with groups and individuals towards the elevation of poverty, social exclusion and suffering and responding to local, national and international appeals for relief and support.

[2] The English version of the Universal Manifesto is available here.

Person Specification: Project Worker	
Essential	**Desirable**
Experience & Knowledge	
• Proven experience of working with vulnerable adults in a support role • Proven experience of carrying out support planning • Proven experience of risk and needs assessment • Good knowledge of Health and Safety, Safeguarding and Confidentiality	• Working with challenging behaviour • Working knowledge of issues around homelessness, housing and social inclusion • Good knowledge of alcohol, drugs and issues around addiction and relapse management • Knowledge of Trauma Informed Care and Strength Based Practice • Good knowledge of mental health, personality disorders and dual diagnosis • Experience of administering Housing benefit • Good knowledge of First Aid • A good knowledge of local resources and network of local contacts
Education / Professional Certification	
• Good general education • Undertaken training in key competencies such as: dealing with conflict, key working/support planning, working with people with drug and alcohol issues	• NVQ Level 2 in Health and Social Care • Certificate in Counselling Skills, Social Worker, or similar • Degree in Counselling or Social Services
Skills	
• Conflict resolution, ability to stay calm and cope under pressure • Excellent listening, verbal and written communication skills • Ability to respect professional boundaries • Ability to use Microsoft Word, Excel, Email and Internet • Ability to prioritise and manage time efficiently • Ability to communicate with a wide range of people using excellent active listening skills to form healthy and constructive relationships • Ability to represent Sussex Emmaus in a variety of forums, establish and maintain new relationships and build rapport with external agencies • Commitment to and good understanding of equality and diversity • The ability to forge effective working relationships within a team • Commitment to personal growth and extending own professional competence and knowledge.	• Full driving licence and willingness to drive Community vehicles while fulfilling the support role • Awareness of issues around confidentiality and protection of information • Can we add tech stuff
Personal Characteristics	
• A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential • An ability to learn, embrace and work to the Emmaus ethos • Empathetic and understanding of a wide range of needs and experiences • Compassionate, collaborative and encouraging approach	

- Ability and willingness to be an effective role model, lead by example within the ethos of Emmaus
- Ability to be fair, consistent, confident and calm in dealings with people
- Confidence to take on and resolve difficult and frequently sensitive issues
- Commitment to environmental sustainability and social development
- A compassionate, collaborative and encouraging demeanor
- An understanding of the challenges that arise from community living

Terms and Conditions of Employment

- Salary £24,000.
- Approximately £750 per annum, for being part of the on-call rota.
- Hours – 37.5 hours over five days per week
- Annual leave – 25 days per annum plus bank holidays
- Working hours – 8.45am to 4.45pm
- Pension – Stakeholder pension
- Training & Development – Individually tailored induction, training, and development.

To Apply

To apply please send the completed application form to admin@emmausbrigthon.co.uk or by post to Administrator, Sussex Emmaus, Drove Road, Portslade, BN41 2PA.

How we store and use your personal information

Your application form and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The application form only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed from your application form. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist 'blind', so that we are fair and equitable to encourage a diverse workforce.

You can read our full **Privacy Statement – Sussex Emmaus – Employees and Potential Employees** here.

Sussex Emmaus

Job Application Form

Address – Sussex Emmaus, Drove Road, Portslade, East Sussex, BN41 2PA
Tel – 01273 426470 Email – contact@emmausbrighton.co.uk

Registered charity no - 1053354

www.emmausbrighton.co.uk

Please complete this form in black ink or type and **return by email or post to the above address or via admin@emmausbrighton.co.uk.** Please complete this form accurately, giving as many details aspossible of your skills and experience relating to the job. Short-listing will be based on the information gathered from this form, read in conjunction with the person specification for the role.

Please state where you saw this post advertised:

Job Details

Title:	**First name**	**Surname:**

Address:	**Email address:**
	Home tel:
	Work tel:
	Mobile tel:

Are there any restrictions regarding your employment? E.g., Do you require a work permit?	**Yes*/no**
*If you answer yes, please provide details below	
How much notice are you required to give your current employer?	

Reasons for Applying

Please outline your reasons for applying for the post. (Please continue onto a separate sheet if necessary)

Education and Qualifications

Please list any qualifications you have gained or are about to gain (most recent first).

Date	Name of School / College / University / Training Body	Type of Qualification	Subject	Result

Training

Please list any training you have received, or courses you have attended that you feel are relevant to the post (most recent first).

Date	Details of Training Course

Past Employment Details

Please start with your most recent / current employment. Briefly describe the main duties and responsibilities.

Employer's Name & Address	Job Title	Brief Description of Duties	Date		Salary	Reasons for Leaving
			From	To		

Relevant Skills and Experience

Please provide information that shows **how you meet the person specification** and how your skills and experience support your application for the position. The person specification and job description relevantfor this section can be found in the application pack. (Please continue onto a separate sheet if necessary)

Other Interests

Please give details of any vocational activities or voluntary commitments:

Referees

Any offer of employment is dependent on receipt of two satisfactory references. Please provide details of two referees who can comment on your suitability for this post. We would normally wish to see one reference from your present or most recent employer. References will only be taken up for the successful candidate.

Referee 1:	**Referee 2:**
Name:	**Name:**
Position:	**Position:**
In what capacity does this person know you:	**In what capacity does this person know you:**
Organisation:	**Organisation:**
Address:	**Address:**
Tel:	**Tel:**
Email:	**Email:**

Declaration and Signature

I confirm that the information contained in this application form is accurate and correct.

Signature_____ Date _____

By signing and returning this application form you consent to Emmaus using and keeping information about you relating to your application or future employment. This information will be used solely for recruitment purposes and will be retained on file for 6 months.

In addition to this, Emmaus may wish to hold your details on file for consideration for any future vacancies that may arise. Please indicate if you wish to be considered for other posts which may arise within the next 6 months: **Yes/no**

Thank you for completing this application form.

Please forward this together with other associated forms to the address specified at the beginning of this form