

Job Description

Job title:	Church and Tenant Empowerment Worker
Location:	Crawley
Responsible to	Mid Sussex CEO
Internal working relationships:	CEO & Mid Sussex Team Partner Church leaders Friendship & Support groups Wider Hope into Action Empowerment Worker network
External working relationships:	Referring agencies Mid Sussex District Council Crawley Open House Crawley Borough Council HMP Lewes 'Change, Grow, Live' substance misuse service Crawley Probation Service Turning Tides DWP / Job Centre / Benefits agencies Churches across Mid Sussex & Crawley

Job Purpose:

Tenant Empowerment

- To support, empower and lead tenant journeys. This starts at referral and finishes with move on
- To ensure tenants are fully aware of the rules, boundaries and consequences of their actions and to encourage them into good decision making

Church Empowerment

- To keep Church volunteers enthused and equipped for their role and to ensure they too are supported
- To keep the wider Church informed of developments and keep the project in their thoughts and prayers
- To speak at Church services and help raise awareness of Hope into Action and seek out opportunities to get new Churches into partnership

Other

- To pray and be a strong Christian witness and presence with all you work with
- To give advice and signpost to other agencies when necessary
- To lone work when necessary
- To field and answer the 'out of hours phone' as appropriate

Main Tasks

Spiritual leadership

- Devote time in prayer to tenants, Churches and Hope into Action as a whole

- Lead & attend events when required (e.g: away days or Church events)
- Write newsletters to the wider church and share ideas with the Co-ordinator re: content of other press coverage or prayer emails
- Plan personal retreat days once every 3 months

Administration

- Be involved in the assessment and referral process of potential tenants
- In line with existing systems, complete the relevant forms as you journey alongside tenants. Starting at referral form, moving on to Licenses / House Rules / Strength and Needs / Risk Reduction Plan / Tenant Personal Development Plan / Monitoring etc.
- With guidance, be able to make decisions around disciplinary measures and follow through to exit (eviction) when necessary, complemented with relevant forms, policies and paperwork.
- Be able to keep both hard and soft copies of relevant tenant, Church and property files up to date

Ongoing tenant support

- Meet occupancy levels and understand financial ramifications
- Ensure tenant financial obligations to Hope into Action are met
- Fill in monthly outcomes for each tenant and report to Hope into Action: UK
- Be the main source of advocacy for the tenant and liaise between different organisations (e.g.: GP / Probation / DWP etc) to ensure all important events and appointments are not missed and full potential is reached

Working with the Church

- Deliver training to Church volunteers and guide Friendship & Support Group on their role and offer ongoing support and advice
- Lead on communication between Friendship & Support Group back to Hope into Action

Other

- Maintain but also strengthen current systems of work, offering suggestions for improvement where required
- Attend Hope into Action Away Days, skype meetings, training days and other corporate events where necessary
- Seek any personal professional training opportunities for yourself
- Assist with other one off events such as training days or conferences as and when they arise
- Monthly internal supervision with line manager and external supervision once every quarter

Person Specification

Skill	Essential	Desirable	Useful
Ability to lead and partake in Christian prayer and events	✓		
Experience working with the homeless and/or vulnerable		✓	
Ability to actively listen, empathise and act accordingly without judgement or prejudice	✓		
NVQ Level 3 in Information, Advice and Guidance			✓
Experience and/ or knowledge of working with other similar support and housing agencies		✓	
Experience and/or knowledge of supporting individuals with drug and alcohol dependency and addictions		✓	

Experience and/ or knowledge of supporting refugees, migrants and asylum seekers		✓	
Ability to sustain, develop and evaluate individually tailored support programmes	✓		
Ability to sustain, develop and evaluate working practises and personal style	✓		
Be self-motivated, show initiative with a good work ethic and ability to encourage	✓		
Experience working with adults in a vulnerable position	✓		
Excellent communication skills	✓		
Keen team player with ability to work independently when required	✓		
Quick learner and able to adapt quickly to changing situations	✓		
An interest in current political, social & financial developments which may impact HIA or the lives of our tenants			✓
Be keen to network and build relationships both in Secular and Christian contexts		✓	
A clear understanding of Safeguarding issues and ability to assess and manage risk	✓		
Good organisation skills with ability to learn and adapt systems	✓		
Excellent written and verbal communicator with computer literacy	✓		
Flexible approach to working with a variety of individuals	✓		
A current driving licence		✓	
Experience working ecumenically or with a range of Christian denominations		✓	
Confidence approaching Church leaders and organisation leaders			✓

Terms and conditions

The position is for 12 hours per week.

You will need a flexible and professional approach. Occasional evening and weekend work may be required. A firm commitment to this is required, given the needs and vulnerability of some of our tenants.

Salary: £24,000 - £26,000 per annum pro rata

Annual leave: 25 days pro rata. Bank holidays and Christmas days given additionally

Sickness / Maternity & Paternity / Pension Plan all detailed in separate Hope into Action Policies

This is a fixed position with a 3 month probation period. Professional development plans will include performance management elements every 6 months.

Closing date: 15th March 2024

Please apply to: nigel.goodenough@hopeintoaction.org.uk

Interviews: To be arranged.