

Project Worker – Part time

BTAS Male

HOURS: 20 hours per week - Working 5pm to 10pm (4 shifts over 7 days a week)

SALARY: £13.45 per hour – Annual salary: £14,026.47

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays (pro rata for part time contracts)

LOCATION: Bradford

Job Description

REPORTS TO: Scheme Manager

As the Project Worker, you will be responsible for security during your shift at our supported housing scheme, ensuring the safety of the people we support that live onsite. You will also consult with people in the scheme to arrange activities and events. This may include cooking lessons, film nights, craft sessions, and game nights. You will have a vital role in uplifting and engaging the people in our scheme, providing company and an opportunity to learn new skills.

RESPONSIBILITIES

- Monitor CCTV throughout your shift, managing comings and goings as per our policies, and making sure unauthorised persons do not enter the premises
- Liaise with the people we support to organise activities such as games, cooking and crafts
- Be available in the case of emergencies, logging everything in the incident book
- Be available to de-escalate conflict or manage anti-social behaviour, liaising with third-party organisations where appropriate
- Maintain a clean and tidy environment, completing cleanliness checks of the kitchen and communal spaces
- Provide a handover to colleagues following the end of your shift

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. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

Person Specification

- Be reliable and committed to the role and the service, with a pleasant and professional demeanour
- Have excellent written and verbal communication skills, with the ability to accurately log incidents and handovers
- Creative and proactive, with the ability to organise engaging and interesting activities
- Experience in a similar role would be advantageous

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

What matters most to the people accessing our services?

We spoke to a group of the people we support and asked them what they thought were the most important skills and qualities for a Horton colleague in a support setting. The group agreed that soft skills were often more important than direct experience. The people we support are looking for someone **professional** and **positive**, who is **respectful**, **non-judgmental** and **empathetic**. The group values staff that are both **good communicators** and **good listeners**, with the ability to **uplift** and **encourage** the people they support to meet their goals. With **patience** and **resilience**, our colleagues should **lead by example** and ‘**walk the walk**’. With all the exciting activities we have in our services, **resourcefulness** and a **sense of humour** don't hurt either!

About the department

Bradford Temporary Accommodation Service (BTAS) provides short-term temporary and emergency accommodation and support for people who Bradford Local Authority owe a statutory (legally) homeless duty. The aim of the service is to prevent the most vulnerable



people from experiencing homelessness and rough sleeping. The three separate elements delivered by Horton are: families, including single parents, single men and single women.

Referrals are accepted 24/7 through the Housing Options Service. BTAS offers tailored, person-centred and trauma informed support. Information, signposting and/or support will be provided to address independent living skills, mental health, substance misuse, and employment access. Resettlement assistance can be provided for up to 2 weeks after the people who we support move on.

A variety of temporary accommodation options are provided, catering to a range of needs, with a focus on safety and quality. Accommodation includes buildings with 24/7 access to on-site support and security.

BTAS collaborates with local agencies to empower individuals and enhance independence. Our key service outcomes focus on securing long-term housing for the individuals we support and ensuring they achieve sustained tenancies.

