



Engagement and Involvement Officer – Living Independently For Everyone (LIFE)

HOURS: 17.5 hours per week

SALARY: £26,406 FTE per annum, actual £13,203

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

LOCATION: North Yorkshire

Job Description

REPORTS TO:

As the Engagement and Involvement Officer at our LIFE service, you will be responsible for organising and delivering activities and workshops for the people accessing our service. You will consult with the people we support to plan activities that support their goals, wellbeing, and are relevant to their interests. You will also be responsible for the management and recruitment of volunteers (both regular and ad-hoc), who will support with the activities programme.

RESPONSIBILITIES

- Work in consultation with the people we support to plan and organise activities that are engaging and relevant
- Deliver activities and workshops to the people we support
- Provide a weekly drop-in session for ad-hoc tenancy support for people accessing our services, or people who have moved on from our service
- Liaise with support workers to identify need and encourage attendance at activities and events
- Build relationships with other local agencies who can attend/deliver workshops
- Promote the activities, using various methods of communication to encourage attendance
- Line manage volunteers, coaching them and working closely with our volunteer services manager

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. Positions here at Horton require a fully completed application form with any gaps explored back to the age of 18, as well as a right to work check, two references and a DBS check to identify and reject applicants who are unsuitable to work with children or vulnerable adults.

Person Specification

- Be empathetic and caring, showing understanding and respect to people experiencing difficult circumstances
- Be confident in delivering workshops and activities, with excellent presentation skills and a certain flair that puts attendees at ease
- Excellent written and verbal communication skills, with the ability to write convincingly, speak in an engaging manner, and build relationships
- Be creative and curious, always thinking outside the box and bringing new ideas to the service
- Be highly organised, with the ability to organise activities in advance and encourage attendance

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

Living Independently For Everyone (LIFE) is a new service based in Craven, Selby and Harrogate. The service provides accommodation and support for people over the age of 18. We work alongside people to help them achieve their housing, wellbeing, health and employment goals with tailored support.

