



BARNABUS

Bringing hope to the homeless and vulnerable

Job Overview: Drop In Session Leader

The Beacon Drop In Centre at 45 Bloom Street is the most critical part of a homeless person's journey to a stable, positive lifestyle. This role helps to create the environment to give them the confidence and a voice in how they move on.

The role is highly varied and includes organising the smooth running of our Drop-In facilities and services at The Beacon, liaising with the Support office and recruiting, training and retention of our valued volunteer team.

You will have a flexible, caring attitude, be intuitive, self motivated and have the ability to prioritise your workload under pressure, remaining calm and respectful of persons at all times. You will have excellent communication and organisational skills and be competent in the use of Microsoft Office systems such as Word, Excel and Powerpoint.

Hours

Fixed Term Contract – 24 months
Possibility of a permanent contract at the end of the contract dependent on funding
35 hours per week – flexible including evenings and weekends if delivering training

Responsible to

Beacon Centre Manager

Key Accountabilities

Managing the Drop In Centre

- Ensuring the Beacon is adequately staffed for each drop in session
- Ensuring sufficient supplies are stocked in the Beacon for each drop in session
- Managing supplies and advising the Centre and Office Managers when new stocks are required
- Ensuring equipment is in good working order and reporting any defects or replacements
- Ensuring that all relevant Barnabus policies are adhered to
- Liaising with the Support Office for triage and for appointments and advice
- Working with the Nurse to identify those who may benefit from her services and to ensure the safety of the Nurse by not admitting those who may pose a risk to her
- Working with other volunteers who are offering a discrete service in the same way as the Nurse, for example other medical professionals such as Chiropodists

Managing Visitors

- Managing the flow of people into and leaving the Beacon Drop In Centre
- Managing the behaviour of visitors on Bloom Street so that they behave courteously towards visitors and neighbours
- Ensuring that the centre does not become unsafe through overcrowding or behaviour issues
- Permanently barring or suspending the availability of the Drop In Centre to people whose behaviour is deemed to pose a risk to others or to themselves, or who may bring the Beacon

Drop In Centre into disrepute through their behaviour
 Building relationships with our neighbours
 Promoting Barnabus projects such as ReNu, the Allotment and any others which may be part of a person's journey away from homelessness
 Identifying those people who may wish to become Buddy Volunteers and working with the Support Team to develop a personalised plan for them

Volunteer Management

Managing the recruitment process for volunteers at each project: Beacon drop in centre, ReNu Furniture Upcycling Project, Allotment, Activities and seasonal roles as required
 Weekly communication with volunteers including the weekly dashboard
 Creating events, feedback and other retention projects
 Keeping up to date with good practice in managing volunteers
 Developing volunteer training with Beacon Centre Manager and Head of Support
 Developing and maintaining relationships with volunteer organisations such as MACC

Providing Data

Inputting information into the Barnabus database to ensure that it reports data in a timely and accurate manner
 Providing data and information for the monthly management and annual reports

Requirements and Person Specification	
Knowledge	Educated to GCSE or equivalent An NVQ in Health and Social Care an advantage
Skills	<ul style="list-style-type: none"> • Good organisational skills • Leading a team • Knowledge and use of MS Office packages i.e. Word, Excel, PowerPoint and using the internet • Ability to prioritise work and to adapt to a quickly changing situation • Ability to work on own initiative and as part of a team • Ability to work under pressure and to short time scales • Ability to build rapport, be sensitive to situations, dignified and respectful in particular with service users • Good communication and personal / social skills • Ability to work with confidential information
Disposition	<ul style="list-style-type: none"> • Flexible, thoughtful attitude which demonstrates both a commitment to team working and working on own initiative, when required • Capacity to retain a sense of humour and perspective, especially when under pressure • Honest, discreet, loyal and respectful • Inspired by the work of Barnabus • A committed and active Christian, or a person who shares our values, who will be happy work within a faith organisation which supports our friends through Christian ministry and prayer. • Ability to work with a wide variety of people • Willingness to be flexible and help when necessary, with practical tasks outside the normal duties

Employment Terms

Holidays

Annual leave entitlement will be 25 working days per calendar year excluding public and bank holidays.

Salary

On application. Please email Neil Cornthwaite: neil@barnabusmanchester.co.uk.

Pension

The Employer offers an Automatic Enrolment Pension Scheme.

Application Process

Please email your CV and a covering letter stating why you would like to work for Barnabus, and why you are suitable for the role to: Neil Cornthwaite, Head of Operations: neil@barnabusmanchester.co.uk

Closing Date: 12pm Friday 21 September

First Interview: Tuesday 25 September

Final Interview: Friday 28 September

The interview process will include spending a morning in our drop in centre prior to selection for final interview

Barnabus, The Beacon, 45 Bloom Street, Manchester M1 3LY. 0161 237 3223 Charity No: 1174410