



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 development of our Activities Programme.

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

38 hours per week – flexible working 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 – liaising closely with our Co Drop in Session Leader

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

Assisting the Beacon Manager with Health & Safety, COSH and the Cleanliness of the centre.

Managing Guests

Managing the flow of guests into and leaving the Beacon Drop In Centre, working closely with the Door Staff

Managing the behaviour of guests on Bloom Street so that they behave courteously towards visitors and neighbours by working closely with the Door Staff.

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 guests 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 help our guests to move on
 Identifying those guests who may wish to become Buddy Volunteers/Peer Mentors and working with the Support Team to develop a plan for them

Engagement and Support

Building relationships with guests to identify support needs; liaising with the support team to advise these requirements
 Developing an effective triage service in the Beacon and delivering training to those volunteers who are able to assist
 Regular liaison with the support team to determine accommodation and support availability

Activities Programme

Identifying new activities based on the needs and wants of our guests
 Identifying and developing relationships with potential partners to deliver activities
 Creating an Activities Programme designed to attract service users and to build confidence and skills
 Recruiting and training volunteers for the Activities Programme with help from your co Drop in Session Leader.

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 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, Xcel, 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.

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| | <ul style="list-style-type: none">• Ability to work with a wide variety of people• Willingness to be flexible and help when necessary, with practical tasks outside the normal duties |
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Employment Terms

Holidays

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

Salary

On application

Pension

The Employer offers an Automatic Enrolment Pension Scheme, details of which are available.

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: 5pm Monday 11th February

First Interview: Friday 15th February

Final Interview: Wednesday 20th February

The Interview process will include 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