

THE SIMON COMMUNITY JOB DESCRIPTION

Job Title: Project Leader

Responsible to: Community Manager

Salary; NJC Scale 6 point 26 + London weighting + 5% pension contribution + development package.

ANNUAL LEAVE: 25 days

Hours; 37.5 hours per week with a flexible working system

Location: Office & Residential Project

The Simon Community

The Simon Community is a community of ex-street homeless people and live in volunteers who live and work together in London in order to transform the lives of everyone involved by running a wide range of outreach services to people still on the streets.

Our services are designed to make and sustain relationships with those most in need and those who are hardest to reach. We work with people who are let down by other routes and who are unable to maintain relationships with themselves, with others and with society. Our democratic community model has been honed over many decades and a framework of daily house meetings, shared tasks & shared values within a structured therapeutic group environment offers people the opportunity to learn or relearn the skills necessary to lead fulfilling, independent lives. This can be a very slow process that requires significant patience, with some people needing support for the rest of their lives.

Simon has been in existence since 1963, when it was founded by Anton Wallich-Clifford and is widely recognised as a pioneering charity from which the homelessness sector as we know it today grew. The Simon Community has touched the lives of tens of thousands of people and over the decades has inspired those involved to set up similar projects addressing homelessness and social justice across the UK including St Mungo's, the Cyrenians and Centre Point.

Job Purpose

To coordinate outreach services and promote implementation of Simon ethos in practical sense through residential and outreach projects.

Main Duties

Duties and key responsibilities

- Support Community Manager to ensure smooth running of service delivery
- Manage rota, outlook and communication with part time volunteers (PTVs) to ensure effective outreach service delivery
- Work with Community Manager to plan activities and create opportunities to work alongside residents to build trusting relationships

- Support live in volunteers (LIVs) with day to day activities of the house and outreach projects encouraging the spirit of Community and Simon values in our work
- Support residents through key working. This may involve a range of activities such as working with them to identify their needs, managing their health, developing their skills for independent living, managing their money and social activities.
- Work with Community Manager to ensure that written records of support work and incidents are up to date and accessible
- Participate in group work and actively encourage and promote therapeutic structure
- Assist with induction and training of volunteers
- Provide pastoral support for LIVs
- Responsible for health and safety checklist including fire alarm test and drills, reporting each week to the house meeting and sending records to the office
- Maintain statistics and assist with other administrative duties as required
- Work in partnership with other organisations as necessary
- Work within Simon Community volunteer policies and procedures
- Any other duties reasonably requested by management

GENERAL RESPONSIBILITIES

- Be flexible within the broad remit of the post.
- Take direction on projects and priorities from Trustee /Leadership
- Abide by organisational policies, codes of conduct and practices
- Be proactive in keeping up to date with developments affecting your work
- Work at all times within the guidance and remit of the ethos, values and aims of the Simon Community
- Carry out other associated duties as may arise, develop or be assigned

EXPERIENCE

- Some paid work or therapeutic work experience in community work/ homelessness fields
- An interest in the homelessness sector (essential)
- Experience of managing volunteers and working in a team (essential)

SKILLS AND ABILITIES

- An open and non-judgemental approach to people and their situations
- Ability to make and maintain safe relationships with people whose behaviour can be challenging and/or who are carrying trauma
- Clear verbal and written communication skills including the ability to communicate clearly and assertively with a wide range of people
- Prioritising and decision making skills
- Plan and organise rotas
- Persuasion, negotiation and diplomatic skills
- Proficiency in the use of Microsoft Word, Excel, Outlook.

KNOWLEDGE EDUCATION/TRAINING

- An understanding of how to work within a Community setting

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Confident and adaptable

- Belief in the potential in everyone
- Work within the Simon Community ethos and philosophy
- Able to travel within London
- Able to work some evenings and weekends
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of equality diversity and inclusion issues to all areas of work