



# THE GATEHOUSE

## Job description

### Project Worker

Job title: Project Worker

Hours: 16 hours

Responsible to: Services Manager and Community Centre Manager

Rate of Pay: £14.06 an hour

Notice: One month

## Overview

The Gatehouse community centre and cafe offers free support services for adults aged 25+ who are: homeless, vulnerably housed, on low income and/or looking for company & community. The Gatehouse offers a free cafe (six evenings a week), therapeutic workshops, a shower and donated clothing project, a bespoke one to one support service, a Lived Experience Advisory Forum and a counselling service.

## The Role

We are looking for a Project Worker to form part of a team of staff and volunteers in order to provide support in the delivery of the Gatehouse Community Centre sessions.

The Gatehouse is open from 5:00pm-7:00pm Monday to Friday, and from 4:00pm- 6:00pm on Sunday. The role is an opportunity of project worker to cover community center sessions. The post will be line- managed by the Services Manager and Community Centre Manager and any additional duties agreed with the Services Manager and Community Centre Manager will be paid on an hourly basis.

The hours would be completed on Sundays between 215pm and 615pm and Mondays, Tuesdays and Wednesdays between 315pm and 715pm.

## Personal Specification

### Essential Requirements:

- A positive attitude towards people who are affected by homelessness or being vulnerably housed.
- Lived experience or/and previous experience of working with homeless and/or vulnerable people (in a paid or unpaid role).
- Experience of other relevant needs such as mental or physical ill health and substance misuse.
- Ability to work as part of a team and appreciate and support the skills of the volunteer team.
- Excellent communication skills and the ability to communicate with people from a very diverse range of backgrounds.
- The ability to manage risk in a group when potentially challenging behavior arises.

- An ability to implement tough and, at times, unpopular decisions for the overall good of the project.
- Ability to work on own initiative and manage a busy environment.
- Flexibility in being at the Gatehouse before it is open and closes (times can vary).
- Setting up the provision of the project and closing the sessions in a timely manner.
- Food safety preparation and retention (full training will be given).
- To help in the training of volunteers, on-the-job and at training sessions held from time-to-time.
- To attend bi-monthly staff and supervision meetings.
- Light cleaning duties.
- Ability to keep accurate and up to date records using our computer database
- Answering telephone calls, taking and passing on messages where appropriate
- Helping complete volunteer inductions
- Helping with office admin and admin emails

### **General responsibilities**

- To comply with the organisation's relevant policies and procedures.
- Address issues of race, culture, gender, class, disability, sexual orientation, age and other discrimination in relation to ensuring equality of opportunity for homeless people.
- To do all that is reasonably practicable to maintain a safe and healthy work environment, with regard to appropriate risk assessments and ensuring compliance with local and statutory requirements.
- To attend bi-monthly staff and supervision meetings.
- To undertake any other duties as may be required by the Gatehouse.

This job description is likely to change over time, subject to discussion with the post holder, and in line with the strategy for the organisation agreed by the CEO and Trustees.

**This role is dependent on two satisfactory references and a DBS check.**

**The Gatehouse is an Equal Opportunities Employer**