

Job Title: LEAF Project Worker

Location: The Gatehouse, Oxford

Hours: 16 hours per week

Salary: £24,107 per annum FTE (£11,020 actual)

Contract: Permanent (subject to funding)

Reports to: LEAF Coordinator

Responsible for: Leaf volunteers

About The Gatehouse

The Gatehouse is a community-based charity in Oxford that provides support for adults experiencing homelessness or vulnerably housed. We offer a safe space, practical support, and emotional care to help individuals rebuild their lives. Staff receive 5% pension as well as a cash back health care scheme and other benefits. We are a proud partner of OHM and LEAF was instigated by, and has always been fully funded by OHM.

Job Purpose

This is a key role within a pivotal and award-winning project that brings together people with lived experience of homelessness for positive change.

You will be committed to working alongside people with lived experience of homelessness in partnership with a wide range of agencies in Oxfordshire to ensure that services are best able to work together to provide the most positive outcomes for those in need.

The main focus of the role is to recruit and support members to access support, training and social activities, brokering opportunities for members to have their voices heard and influence services and policies.

You will be responsible for working on a lively programme of interesting and relevant activities to support members and you will participate in regular LEAF forum meetings and attend events with partnership agencies when required.

This is a rewarding role that provides a credible platform to some of the most marginalised people in our society. You will work as part of a team to create positive impactful changes for group members, agencies and the wider community

Key Responsibilities

- Support the delivery of an interesting, lively and relevant programme of activities for a diverse range of group members to enable them to thrive as individuals.

- Promote LEAF activities and recruit new members.
- Support co-production and involvement with stake holders and agencies to ensure that the voices of members are included and heard.
- Provide supervision and support for LEAF members.
- Support the coordinator to compile quarterly reports for funders and any other reporting that may arise as part of the project.
- Support the LEAF members to access casework and advocacy for as and when required and record on our database.
- Work in accordance with The Gatehouse's Safeguarding Policy with support from The LEAF coordinator and Safeguarding Lead.
- Maintain accurate and confidential records in line with GDPR guidelines.
- Support the coordinator to gather and document case studies to demonstrate service impact
- Be committed to delivering services that are underpinned by clear ethical principles and trauma informed using client centred approaches.
- Attend team meetings and contribute to a positive, supportive and collaborative working environment.

Person Specification

Essential Criteria

Experience and Knowledge

- Experience working with diverse and potentially vulnerable groups in a community or support setting.
- Understanding of co-production principles and the importance of involving service users in shaping services.
- Awareness of safeguarding practices and procedures.
- Familiarity with GDPR and maintaining confidential records.

Skills and Abilities

- Ability to plan and support, engaging and inclusive group activities.
- Strong interpersonal and communication skills, with the ability to build trust and rapport with individuals from a range of backgrounds.
- Ability to supervise and support group members in a respectful and empowering way.
- IT skills

- Ability to work collaboratively with people from a wide range of backgrounds and needs.

Values and Approach

- Commitment to trauma-informed, client-centred approaches.
- A non-judgmental, empathetic, and inclusive attitude.
- Commitment to ethical practice and continuous personal development.
- Willingness to work flexibly and contribute to a positive team environment.

Desirable Criteria

- Experience in community outreach or promotional activities.
- Knowledge of the issues affecting people who have experienced homelessness.
- Experience in monitoring and evaluation for funders or service improvement.

We welcome applications from those with lived experience of homelessness.

Application Process

 To apply, please visit <https://oxfordgatehouse.org/news/> to download the application pack. Please return your completed application form, together with a covering letter outlining your suitability for the role, by 9am on 30th October 2026.

 This role is subject to a Basic DBS Disclosure check and 2 satisfactory references.

Closing date: 9am, 30th October 2026

Interview date: 10th November 2026