



JOB DESCRIPTION

JOB TITLE:	Night Shelter Co-ordinator (Full Time or Part Time)
LOCATION:	25 Hill Street, Newport, South Wales
SALARY:	£18,600 Full Time (Part time will be worked out Pro Rata)
RESPONSIBLE TO:	The Project Manager

Overview:

Eden Gate has been running the night shelter since the winter of 2009. During this time, we have helped to save over 10,000 nights sleeping rough or sofa surfing and developed strong working relationships with local churches, Newport City Council and other front-line services to enable us to provide effective resettlement support.

Eden Gate is embarking on an ambitious project to provide emergency accommodation throughout the year and have successfully applied for funding that will allow us to employ two part time or one full time worker(s) to co-ordinate the new project. Initially the role will be for 12 months, but we hope this would be extended upon achieving additional funding.

The role of Night shelter Co-ordinator is highly rewarding but also challenging. The successful candidate will be responsible for booking guests in to the shelter and managing the referral process. You will also be responsible for ensuring anyone who stays in the shelter abides by our ethos and treats everyone respectfully.

MAIN AREAS OF RESPONSIBILITY:

- To lead a team of volunteers- supporting the needs of the team
- To engage with an array of bodies including churches, community groups, community leaders and statutory agencies.
- To undertake necessary training to inform the work of the project
- To work flexibly around the needs of the project
- To ensure the health and safety, cleanliness, security and well-being of guests
- To talk to guests about their needs and determine ways of supporting them to achieve successful resettlement.
- To work collaboratively with colleagues and local agencies to support the guests through the application process as they access rehabilitation programs and/or drug & alcohol services.
- To take responsibility of specific tasks delegated by the Project Manager
- To manage incoming referrals from external agencies, implementing the Eden Gate referrals & exclusions policy.
- To maintain up-to-date records and statistics relevant to the work undertaken.
- To maintain and develop working relationships with drug & alcohol support services both locally and nationally
- Develop & maintain relationships with local Councillors, Police, Probation, Neighbourhood watch groups and housing associations
- To engage with local Schools- undertake work with children in schools to inform and prevent homelessness, drug and alcohol abuse, prostitution and antisocial behaviour.
- To stay up to date with Housing Strategy, Police and Crime campaigns initiatives across Newport.

Inviting people in, helping people out



25 Hill Street, Newport, NP20 1LZ
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Eden Gate Newport is a registered CIO charity number 1154545

1. Be able to work weekdays, weekday evenings and weekends as well as some bank holidays.
2. To attend regular supervision meetings with the project manager to identify any training and development requirements
3. To undertake any other tasks as reasonably requested by the Operations Manager / Project Manager which would further the work of Eden Gate

Person Specification

- Must be a committed Christian. Due to the nature of this role involving partnerships with local churches it is a 'Genuine Occupational Requirement' that the successful candidate be a committed Christian.
- Full UK driving licence is essential
- empathic and a calm, caring approach
- an understanding of substance misuse issues and their impact on people
- a knowledge of Homelessness and the Housing Wales Act 2014 would be beneficial
- a non-judgemental attitude
- the ability to build trust
- excellent communication and listening skills
- Perseverance and unwavering commitment to see lives changed
- Be able to contribute Knowledge and Skills to the role
- the ability to work closely with a range of different organisations

FURTHER PARTICULARS

Salary:	£18,600 Full Time (Part Time will be pro rata)
Pension	As required by statute
Probation:	The appointment is subject to a probationary period of three months
Duration of post:	Fixed Term 12 Months with the likelihood of being extended; subject to funding*
Hours:	2 Part Time roles 1 x 20 Hours & 1 x 16 Hours Or 1 Full Time role at 36 Hours
Annual leave entitlement:	28 days per year inclusive bank holidays.
Sick leave Entitlement	Two weeks on full pay in total per year, thereafter SSP
Start date:	TBA

**If continued, this job description will be reviewed annually at a meeting with the Operations Manager.*

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