

**DATE:** March 2021

**POST:** Positive Pathways Worker Complex Lives

**CONTRACT:** Fixed Term

**HOURS:** 37 hours

**SALARY:** £21,000

**HOLIDAY:**

**RESPONSIBLE TO: Complex Lives Team Manager/ Positive Pathways Regional Coordinator**

Key Working Relationship: The postholder will work closely with Doncaster Minster, regularly liaising with a named contact from the Minster. The named contact will contribute to the objective setting and appraisal of the postholder.

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An enhanced DBS check is required as this position will involve directly working with vulnerable people.

**BACKGROUND**

The Complex Lives Alliance strives to improve the lives and well-being of people with multiple and complex needs (such as substance misuse, rough sleeping, mental health issues, and offending behaviour. domestic or sexual violence) in Doncaster through effective and sustained engagement and the use of a multi-disciplinary and person-centered approach as part of the principle of MEAM (Making Every Adult Matter).

**SUMMARY OF JOB**

We are seeking a Positive Pathways Coordinator to work collaboratively with Doncaster Minster and other faith groups within the borough and the Complex Lives Alliance to improve the lives of people with multiple and complex needs.

The focus of this role is to create and sustain the successful delivery of drop-in activities/workshops for homeless and vulnerable people moving away from homelessness with the support of stakeholders, volunteers and those with lived experience. This will include a mixture of group work, 121 engagement with clients, and facilitating the support of volunteers. This will be achieved by working flexibly and in collaboration with the Complex Lives Team, sharing and learning with colleagues from across the organisation, while also brokering internal activities and external (community based) progression opportunities for people who access support from Complex Lives. The postholder will develop the contribution of Doncaster Minster and other faith organisations in the town centre into an effective alliance to meet the objectives set out above.

Your role will also be integrated into the wider work of Positive Pathways, a regional homelessness reduction programme overseen by Church Urban Fund that is also being delivered in Bradford, Middlesbrough, and Sheffield. You will have the opportunity to learn from, and share your experience with, other regional delivery partners through quarterly meetings and other forums facilitated by the Positive Pathways Regional Coordinator.

Your work will be underpinned by the MEAM model and work assets based, with psychologically informed delivery.

**Key Deliverables**

**Provide 121 support to clients.**

* Support 80 Positive Pathways clients per year
* Lead on risk and needs assessment and support planning for clients.
* Deliver and broker opportunities for clients that will aid their personal growth, improve confidence and emotional resilience and link them to the local community.
* Seek opportunities that will engage clients with education, training, volunteering and employment opportunities.
* Sign-post effectively to a variety of services that will meet the holistic needs of our vulnerable clients.
* Maintain high standards of health and safety at all times.

Facilitate group activities to promote client well-being and social integration.

* Create and sustain a regular programme of drop-in activities at the Changing Lives Hub and other venues to promote relationship-building with clients, including those who might otherwise be resistant to engage with services.
* Develop activities with the input of clients, volunteers and staff.
* Help coordinate regular Positive Pathways celebration events and activities for all clients in conjunction with Doncaster Minster.

Engage volunteers to support Positive Pathways clients

* Recruit, train and manage at least 6 volunteers per year, including those with lived experience of homelessness.
* Provide line management, performance management and support to volunteers.
* Ensure that all processes for distributing volunteer and client expenses are in line with financial policies.
* Work with colleagues to identify and develop new volunteering roles.

Support wider partnership working.

* Work effectively with Doncaster Minster and other faith organisations across the town centre to develop understanding of the needs of homeless and vulnerable people.

Support the creation of an alliance of faith organisations that effectively contributes to the wider provision of services for those with multiple and complex needs.

* Work effectively with a range of partners from the statutory and voluntary sectors.
* Work in partnership with local agencies to provide a breadth of support to homeless and vulnerable individuals.
* Support the development of a network of external local organisations and businesses who will offer progression and training for clients.

Reporting

* Produce regular reports and case studies of project activity and client progression, fulfilling all requirements of the Positive Pathways monitoring and evaluation framework.
* Keep accurate records of all clients and any records needed for the safe and effective running of the service, complying with Data Protection legislation and DMBC policy in regard to the storage and sharing of personal data of staff, volunteers and clients.
* Ensure lone working, safeguarding and quality assurance measures are followed and managed appropriately, reporting any relevant issues in a timely manner.
* Participate in internal/external meetings as required, and attend Positive Pathways networking/ training events, conferences and other functions as necessary.
* Participate in regular supervision and annual appraisal and help in identifying your own job-related development and training needs.
* Ensure all policies and procedures are adhered to, particularly those relating to Health and Safety, Code of Practice and Confidentiality.
* Undertake the role in a professional manner, maintaining a high standard of work.
* Undertake any other duties that may be required which are commensurate with the role.
* Promote Positive Pathways in organizational media.

**What we are looking for from you – Person Specification**

## When completing your application form please address all the points set out below. Try to provide clear examples in your supporting statement that clarify how and when you gained the experience or knowledge as well as your level of capability. Short-listing criteria identified by (A)

Sympathy with the Christian approach to social action as set out in the Positive Pathways Programme (A)

* An enthusiastic and passionate individual with excellent people skills (A)
* A self starter who is able to use own initiative.
* Experience coordinating volunteers in a charitable setting (A)
* An individual who is empathetic, knowledgeable about complex needs and homelessness and able to develop trust (A)
* Experience of individual and group working with vulnerable people (A)
* A collaborative person that seeks and promotes partnership working opportunities (A)
* Experience planning and leading workshops that help clients build emotional strength and all-round resilience to enable their future independence from services (A)
* An individual who is reflective and creative in engagement with clients and in offering personalised support to them.
* Experience of support planning and empowering clients to reach personal goals on the road to independence.
* Experience of empowering clients to take a leading role in project development and delivery.
* Knowledge of Health and Safety and anti-discriminatory working practices, and the implications of both in the working environment
* An understanding of the importance of safeguarding and experience of following safeguarding procedures appropriately.
* Good written and verbal communication skills
* Ability to be creative and innovative when approaching challenges.
* Can travel where required and attend evening meetings and conferences as appropriate to the needs of the job.

**What we will do to support you in this role**

Will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

* A full induction and training to enhance the skills required, including the role and contribution of Doncaster Minster.
* Continuous support and supervision including reflective practice to develop your learning and skills as a practitioner.
* Peer support through colleagues within the Complex Lives Alliance
* Peer support through the Positive Pathways Programme