



CAMBRIDGE CHURCHES HOMELESS PROJECT

Job Description

Job Title:	CCHP Project Co-ordinator
Salary:	£24,000 to £26,000 pro rata (based on experience)
Hours:	20 hours per week (Part-time - 50% contract)
Job Type:	Fixed Term for 4 Months (Jan '23-Apr '23)
Reports to:	Chair of the Operations Committee

The Cambridge Churches Homeless Project (CCHP) is looking to recruit a project Co-ordinator to join the team for 4 months over the Winter and Spring of 2022/2023. The role is an excellent opportunity for an organised person, who wants to work flexibly and to make a difference to the lives of those on the margins of our society. Whilst there are some core on-site hours at the Winter Provision, the role can be shaped to fit the right person. If you are a good team player with administration skills, and you would work well with people from a range of backgrounds and experiences, we would love to hear from you.

1. Background on CCHP

The Cambridge Churches Homeless Project is a charitable incorporated organisation (CIO) that provides volunteer support to those who are experiencing homelessness and those vulnerably housed. CCHP is currently applying its resources to achieve its aims in the following ways:

- a) **Mealtime provision of food and cooks at the Emergency Winter Provision (Crossways):** CCHP played a vital role in providing evening meals and volunteers to cook the meals at Crossways in winter 21/22, and this new season is well under way. Crossways is a 24/7 temporary shelter in Cambridge for those experiencing homelessness and is run by the charity It Takes a City. The CCHP Project Co-ordinator is responsible for managing rotas for the team of volunteers who provide meals every night at Crossways.
- b) **Daytime Weekend sessions** - the CCHP Project Co-ordinator is also responsible for organising a team of volunteers who provide cover over the weekend. Volunteers come to the project to spend time with guests and to do a range of housekeeping duties over weekends.

- c) **Supports individuals with either No Recourse to Public Funds (NRPFs) or who are considered very vulnerable and for whom there is no appropriate temporary/emergency accommodation option** - CCHP funds either B&Bs or rented accommodation for such individuals during the winter, and where possible after the winter provisions closes while working with other partners to ensure longer-term move-on plans are in place.
- d) **Pastoral care:** CCHP funds the role of Chaplain to the Homeless and Street-life Community. The post of Chaplain gives pastoral and spiritual stability to the community, and funding this enables the post-holder to develop a sustainable ministry for the long-term.

2. Role and responsibilities

a) Rota coordination for Crossways (January '23 – March '23)

Your primary responsibility will be:

You will create and manage the rotas to ensure that a full team of volunteers are scheduled to be on site each evening and for agreed daytime weekend shifts. You are responsible for ensuring that enough volunteers are on the rota to ensure that a hot meal is provided to the guests at Crossways every evening. If a volunteer cancels prior to their shift, you will coordinate finding a suitable replacement. You will send out reminders via email to volunteers 2 days prior to their shifts. When on site in the evening you will check that all expected volunteers are on site before leaving. You will note down volunteer non-attendance and update the volunteer database accordingly.

It is anticipated that the post-holder would spend up to 10 hours a week on site at Crossways ideally between 5pm and 7pm, primarily on weekdays, but potentially with some weekend working. These hours are flexible and the aim of them is to build relationships with volunteers (to aid building rotas), where possible provide support to residents and ensure a good understanding of how the project functions.

b) Working with CCHP's partner It Takes a City (ITAC):

You will work closely with the ITAC Support staff and security staff team on site at Crossways, and provide relevant support, as agreed between both organisations (CCHP and It Takes A City). You will meet regularly with the team to discuss any concerns and highlight any issues. This will include working closely with ITACs food coordinator to help ensure relevant information is provided to cooks and kitchen assistants and that special dietary requirements are well managed. You will also work closely with the ITAC Support manager of Crossways to ensure relevant information is provided to volunteers and to resolve any issues that may arise regarding the volunteering teams at Crossways.

c) Attendance at meetings

You will be required to attend the following meetings and any other meetings which are deemed relevant to the operation management of the Emergency Winter Provision:

- (i) CCHP Operations Committee
- (ii) Crossways Weekly Operational Meetings (on a Monday afternoon)

This is not an exhaustive list.

d) Providing support to the Chaplain to the Homeless and Street-life Community

You will provide ad hoc support to the Chaplain, as required. By working closely with her you will help CCHP to deliver valuable pastoral support to those at Crossways and those experiencing homelessness across the city.

e) Overseeing safeguarding reports to CCHP:

You will be the named safeguarding officer for CCHP. All relevant training will be given, and you will only take up this responsibility once training is complete. You will report, and process, all safeguarding concerns as per the Crossways Safeguarding Procedures supporting CCHP's partner It takes a City.

3. Person Specification

i. Aptitude, Skills, Experience	Essential	Desirable
Previous Experience of the Homeless Sector		x
Experience of working with people who have no recourse to public funds		x
Experience of co-ordinating projects		x
Experience of working in partnership with different sectors		x
Experience of working with people with multiple/complex needs including: --drug and alcohol dependency -physical and mental health issues -those known to the criminal justice system		x
Experience of working with volunteers		x

ii. Person Qualities	Essential	Desirable
Committed to working to the values and ethos of CCHP as outlined here: https://www.cchp.org.uk/core-values	x	
Excellent interpersonal and engagement skills; personable, amiable and non-threatening approach to working with a range of different ages, abilities, backgrounds, abilities, races and cultures.	X	
Able to maintain professional boundaries when working with vulnerable adults -aware of personal safety and issues of self-care.	X	
Well organised, able to plan, prioritise and communicate effectively to a range of services and professionals.	X	
Good communication skills (including written and verbal) with colleagues, volunteers, guests, other services.	X	
Able to work flexible hours including evenings and weekends during the winter.		x
Self-motivated and able to work in a team and on own initiative.	x	

iii. Knowledge and Qualifications	Essential	Desirable
Confident using IT with an ability to use Microsoft programs (Outlook, Sharepoint etc.)	x	
To be willing to undertake an Enhanced DBS Check	x	
Trained in – or be willing to be trained in - the following: <ul style="list-style-type: none"> - Responding to conflict, anti-social and challenging behaviour - GDPR - First Aid - Food Hygiene - Safeguarding - Professional Boundaries 	x	
Driving licence		x

To apply: please email your CV and covering letter, explaining your motivation and suitability for the role, to Operational Chair, George Hawker george@cchp.org.uk .

There is no closing date for this job and it will be advertised until the post is filled. Interested candidates are invited to apply as soon as possible - applicants that meet the role requirements will be invited for interview and an appointment will be made as soon as a suitable candidate is identified.

The post is currently vacant so ideally a candidate would be available to take up the position immediately. There is some flexibility around the exact hours worked so candidates are asked to provide information on what hours they could be available for and when they could take up the post if successful.

If you have any questions or want further information about this role, before completing an application form, please contact The Bishop's Officer for Homelessness Rev'd Sophie Young sophie@cchp.org.uk , or George Hawker as above.