

The Winchester Beacon: Overnight/Weekend Project Worker



Dear Applicant,

We are excited to announce an excellent opportunity to join the team at The Winchester Beacon as an Overnight and Weekend Project Worker. At The Winchester Beacon (TWB), we are committed to providing support, shelter, and hope to those experiencing homelessness, and we are looking for a compassionate and proactive individual to help us further our mission.

About The Winchester Beacon: The Winchester Beacon is a small charity devoted to addressing homelessness in our community and the surrounding area. Our comprehensive approach includes providing immediate relief through emergency accommodation, as well as long-term support services designed to help individuals rebuild their lives. We strive to create a supportive environment where everyone can work towards achieving their full potential.

The Role: Overnight/Weekend Project Worker As a Project Worker, you will play a crucial role in the delivery of our services. You will be responsible for ensuring our main site is a safe and welcome environment and supporting residents during evenings and weekends. You will be responsible for the smooth running of our service and in working with other members of the team to ensure residents wellbeing. You will be responsible for managing and working with evening volunteers and being available to offer assistance to those seeking support.

Why Join Us: Working at The Winchester Beacon is more than just a job; it is an opportunity to be part of a team that is dedicated to making a difference in the lives of those in need. We offer a supportive and inclusive work environment, ongoing professional development, and the chance to contribute to meaningful and transformative work in our community.

If you are passionate about helping others and meet the qualifications outlined below, we would love to hear from you. To apply, please send your CV and a cover letter detailing your relevant experience and why you are interested in this role to applications@winchesterbeacon.org.uk.

Thank you for your interest in joining The Winchester Beacon team. Together, we can create a brighter future for those we serve.

Warm regards,

Hayley Wood - Operations Manager

Our Vision, Mission & Values

Vision: To transform lives, inspire hope and end homelessness.

Mission: To help break the cycle of homelessness by enabling people to rebuild their lives.



Honest and open

We treat everyone with kindness and respect, without prejudice or discrimination.



Safe and supportive

We provide a home where residents can be comfortable and safe and can find the help and restoration of self-esteem they need.



Flexible and caring

We foster collaboration to work as a team with residents, staff, volunteers, the local community and other agencies / partners.

Job Title:	Overnight/Weekend Project Worker
Location:	Winchester, Hampshire, SO23 8RZ
Hours:	A set contract of either 33 or 41.25 hours per week (not all waking) including some weekends and bank holidays (see below)
Salary:	£11.88 per hour (excluding sleep shifts). Therefore £20,382 to £25,477 depending on contracted hours agreed (this includes a £95 fixed allowance for each 8 hour sleeping shift)
Annual leave:	The equivalent of 25 days a year plus bank holiday (or a day in lieu where required to work a bank holiday (pro rata if part time)
Pension:	5% contribution, 3% Employee Contribution
Reporting to:	Operations Manager
Contract:	Permanent
Other:	Enhanced and Barred Disclosure Check Required

Deadline for applications: 6th October 2024 at 9am. We will review applications on a rolling basis.

Purpose of the Organisation:

Founded in 1988, we give essential and life-changing support to people experiencing homelessness in Hampshire. As well as being a welcoming and safe place to stay, The Winchester Beacon provides tailored one-to-one support to help residents to tackle the issues at the root of, and as a result of, their homelessness. We aim to give residents the opportunity to navigate a path out of homelessness and the skills they need to rebuild their lives and live independently.

Equal Opportunity Statement:

The Winchester Beacon is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We strive to ensure that no job applicant or employee receives less favourable treatment based on race, ethnicity, nationality, disability, marital status, age, sexual orientation, political or religious beliefs, or trade union involvement. We are committed to building a diverse team, so encourage applications from candidates with lived experience of homelessness and those from diverse backgrounds.

Scope of Role:

- Ensuring a safe environment
- Creating a welcome environment
- Championing TWB policies and procedures
- Supporting volunteers
- General duties

Duties and Key Responsibilities:

Ensuring a Safe Environment

- Undertake delegated projects and ensure that TWB activities contribute towards organisational plans including Health and Safety and COSHH compliance.
- Record key information in the log and ensure a good handover between shifts and cover safeguarding, housekeeping, finances, risk management both at Jewry Street and Move on Houses.
- Undertake risk assessments as and when required and ensure plans in place to act on findings.
- Ensure that all incidents are dealt with in a safe and timely manner, utilising the On-Call support as required.
- Undertake room and building checks on a weekly basis.
- Proactively identify potential challenging situations and take action to prevent them.

- Effectively manage and resolve any issues that do arise to maintain a positive and safe environment.
- Support residents in line with a person-centred and trauma informed approach.

Creating a welcome Environment

- Provide a welcoming environment for all visitors, volunteers, and residents.
- Be available to engage with residents and assist with life skills development, where appropriate
- Proactively facilitate and support resident involvement within TWB.
- Ensure residents are consulted in relevant aspects of activities and encourage them all to participate with support provided.
- Provide refreshments and signposting to external people who seek our support within agreed times.
- Responsible, whilst on shift, for:
 - General housekeeping to ensure smooth running of Jewry Street.
 - Following, advising and compliance with safety procedures and fire information.
 - Keeping storage facilities in safe and tidy manner.
 - Ensuring welcome packs are available for arrival of new residents (i.e. induction materials, clothing, bedding, toiletries etc.).

Championing TWB Policies and Procedures

- Ensure TWB is a safe environment for everyone by adhering to TWB policies, with a focus on Safeguarding, Data Protection, and Health and Safety.
- Ensure residents are aware of and comply with TWB house rules.
- Handle all personal, private, and sensitive information about organisations, clients, staff, and project data with confidentiality.
- Adhere to confidentiality policies and safeguarding procedures at all times.

Supporting Volunteers

- Help to welcome and train new volunteers.
- Support and direct volunteers in undertaking various duties, ensuring they understand and adhere to TWB policies and procedures.
- Work in collaboration with the Volunteer Administrator to ensure volunteers are engaged and fulfilled in their roles.
- Support with cooking and food as required.

General Duties & Role Expectations

- Support TWB's efforts to reduce homelessness by actively promoting and contributing to initiatives aimed at addressing this issue.
- Handle telephone and in-person enquiries in a timely and appropriate manner, ensure that the details are recorded and dealt with appropriately.
- Work safely in accordance with the TWB lone working policy as required.
- Collect, document, and securely store rent payments from residents.
- Provide information for ongoing reports and statistics required by TWB.
- Accurately and concisely record any incidents or information which may be required by the Operations Manager.
- Attend team meetings required outside of core working hours.
- Attend training courses as agreed with the Operations Manager.
- Demonstrate commitment to strong collaborative work by actively engaging with colleagues, volunteers, external partners, and other stakeholders.
- Ensure regular communication and one-on-one meetings with your line manager to maintain alignment and achieve common goals.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position and as requested by the Chief Executive or Operations Manager

Person Specification:

EXPERIENCE	
Experience and understanding of working with adults experiencing homelessness and other complex needs or challenging behaviour.	E
Experience of working within a charity.	D
Knowledge of local area.	D
KNOWLEDGE AND SKILLS	
Ability to manage projects and ensure activities contribute towards organisational plans.	E
Proficiency in conducting risk assessments and creating action plans based on findings.	D
Excellent communication and interpersonal skills for effective handovers and handling enquiries.	E
Approaches challenges or issues with a problem-solving mindset , looking for effective solutions rather than focusing on the problem itself.	E
Excellent attention to detail .	E
Ability to motivate others to achieve objectives and understand techniques for workload planning.	E
Strong organisational abilities , able to prioritise and to skilfully plan and manage time.	E
Skills in general housekeeping .	D
Proficiency in data handling and recording , specifically in the collection, documentation, and secure storage of various types of data.	E
The ability to make decisions independently when necessary.	E
Proficiency in Microsoft Word, Excel, Outlook, Access .	D
PERSONAL ATTRIBUTES	
Compassionate and empathetic , with a genuine desire to make a positive impact.	E
Resilient: able to work under pressure while remaining compassionate and caring.	E
Self-Motivated: The drive to achieve goals independently, without needing external motivation or supervision.	E
Team worker: Demonstrates a commitment to strong collaborative work by actively engaging with colleagues, volunteers, external partners, and other stakeholders.	E
Ownership: The willingness to take ownership of tasks and projects, and to be accountable for the outcomes.	E
Positive Attitude: Maintains a positive attitude even in challenging situations	E
Relationships: Able to develop and maintaining effective working relationships with a wide range of people and working as part of a cohesive team.	E
Future-oriented: Has a forward-thinking perspective, anticipates future needs or issues, and plans accordingly.	E

Flexible: The willingness to adjust shift patterns or changes in the schedule and work overtime when necessary to cover for unforeseen circumstances such as staff absences or increased workload, including at short notice.	E
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Hours in Detail

- *33 hours based on 2 x 16.5 hour evening/night shifts.*
- *41.25 hours based on 2 x 16.5 hour evening/night shifts and either 1 x 16.5 hours evening/night shift every other week or 1 x 8.25 weekend shift weekly. Nightshifts include an 8 hour sleeping shift.*
- *Other work patterns are also available including bank staff.*