

Church and Tenant Empowerment Worker Job Description

Job title:	Empowerment Worker
Responsible to	Project Steering Group
Internal working relationships:	Trustees and volunteers Partner Church congregation and volunteers Hope into Action Team Hope into Action Support Centre staff
External working relationships:	Local Authority Supporting agencies Wider church

Job Purpose

Tenant Empowerment

- To support, empower and lead tenant journeys, starting with referral and finishing with move-on.
- To ensure tenants are fully aware of the rules, boundaries and consequences of their actions.
- To encourage tenants to manage their tenancies and build positive relationships.
- To give advice and signpost to other agencies when necessary.
- To work alone when necessary in accordance with our Lone Working Policy.
- To answer the 'out of hours phone' as part of the out of hours rota.

Partner Church Empowerment

- To be a strong Christian witness and presence with all you work with.
- To keep Partner Church volunteers enthused and equipped for their roles.
- To support Partner Church volunteers to fulfil their roles.
- To keep the Partner Church informed and keep the project in the congregation's prayers.
- To speak at Church services and help raise awareness of Hope Into Action.
- To assist with seeking opportunities to get new Churches into partnership.
- To pray with the Partner Church and Partner Church volunteers.

Main Tasks

Spiritual

- Devote time in prayer to tenants, Partner Church, Hope into Action.
- Partake and lead in spiritual events when required (such as away days, church events).
- Contribute to **Churches Together in Oakham** newsletters and prayer update.
- Share ideas with **Churches Together in Oakham** for wider prayer/church awareness.
- Work with the **Project Steering Group** to plan personal spiritual retreat days.

Administrative

- Lead the assessment and referral process of potential tenants.
- Lead the case work for each tenant.
- Complete relevant paperwork as you journey alongside tenants and Partner Church volunteers.
- Make guided decisions around disciplinary measures required for tenants.
- Keep relevant paperwork and files up to date and compliant with relevant legislation.

Empowerment

- Empower tenants to reach their full potential and to successfully move on from our house.
- Meet and maintain house occupancy levels and understand house finances.
- Ensure that all tenants meet their financial obligations to Hope into Action.
- Fill in monthly outcome reports and produce casework notes for all tenants.
- Be the main source of advocacy for all tenants.
- Liaise between organisations to ensure that tenants do not miss crucial appointments.
- Train and support Partner Church volunteers.
- Lead on communication between Partner Church volunteers and Hope into Action.
- Attend tenant casework review meetings and staff supervision meetings.

Other

- Maintain and strengthen current systems offering suggestions for improvement where required.
- Attend away days, spiritual retreats, skype meetings, training days and other events .
- Identify training opportunities for yourself.
- Assist with other work, events or situations as needed.

Terms and conditions.

- The role is a voluntary unpaid role.
- Hours are flexible to respond to the needs of the role. Occasional evening and weekend work may be required given the vulnerability of some of our tenants.
- You will need a flexible and professional approach.
- This post has 25 days of annual leave pro rata in addition to Bank holidays and days between Christmas and New Year.
- The post requires an Enhanced DBS check.

For further information contact:

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Person Specification

Skill	Essential	Desirable	Useful
Ability to lead and partake in Christian prayer and events.	✓		
Experience working with the homeless and/or vulnerable.		✓	
Ability to actively listen, empathise and act accordingly without judgement or prejudice.	✓		
NVQ Level 3 in Information, Advice and Guidance.			✓
Experience and/ or knowledge of working with other similar support and housing agencies.		✓	
Experience and/ or knowledge of supporting refugees, migrants and asylum seekers.			✓
Ability to sustain, develop and evaluate individually tailored support programmes.	✓		
Ability to sustain, develop and evaluate working practises and personal style.	✓		
Self-motivation and initiative plus a good work ethic and ability to encourage.	✓		
Experience working with adults in a vulnerable position.	✓		
Keen team player with ability to work independently when required.	✓		
Quick learner and able to adapt quickly to changing situations.	✓		
An interest in current political, social & financial developments which may impact the lives of our tenants.			✓
Keen to network and build relationships both in Secular and Christian contexts.		✓	
A clear understanding of safeguarding issues and ability to assess and manage risk.	✓		
Good organisation skills with ability to learn and adapt systems.	✓		
Excellent written and verbal communicator with computer literacy.	✓		
Flexible approach to working with a variety of individuals	✓		
A current driving licence.		✓	
Experience working ecumenically or with a range of Christian denominations.		✓	
Confidence approaching Church leaders and organisation leaders.		✓	