

Hosting Co-ordinator – Action Hosting

An exciting opportunity has arisen for an experienced individual to co-ordinate our project that provides temporary accommodation to destitute asylum seekers in the spare rooms of volunteers' (hosts) homes. This scheme complements the work of the Action Housing project that has been providing supported accommodation to destitute asylum seekers in Newcastle, Gateshead for over ten years and more recently in Sunderland.

The successful candidate will co-ordinate the day-to-day delivery of the Action Hosting Scheme. This involves training volunteer hosts and matching them with destitute asylum seekers (guests) in need of accommodation. The role includes the training and supporting of hosts, supporting guests, evaluating/monitoring the scheme and giving support to ongoing work to publicise the scheme to attract future hosts. The project, that started in 2016, has trained 23 hosts and currently accommodates 6 guests.

You will be an excellent team player, equally able to work alone, with experience of providing support to vulnerable people and have an appetite for making a big difference to the lives of our clients. You will have excellent organisational and communication skills and experience also of working with a wide variety of stakeholders.

A full Job Description can be found below.

For further information about the project and charity go to www.actionfoundation.org.uk

Application deadline is 9am Monday 23rd October 2017

Completed applications to be sent to recruitment@actionfoundation.org.uk

or posted to; Hosting Vacancy
Action Foundation
The CastleGate
Melbourne Street
Newcastle upon Tyne
NE1 2JQ

Interviews to be held on Wednesday 1st November 2017



Action Hosting is a project run by the award winning charity **Action Foundation** – Charity no. 1132051

Job Description – Hosting Co-ordinator (Action Hosting)

Responsible to: Project Manager - Action Housing / Hosting / Letting

Responsible for: Hosts (volunteers) and guests (refused asylum seekers who are destitute)

Organisational context: Action Foundation is a charity started by City Church Newcastle based in Newcastle and Sunderland that provides opportunities for people to overcome their exclusion, isolation and poverty. This is expressed through providing supported accommodation for refused asylum seekers (Action Housing/Hosting), and new refugees (Action Letting), as well as providing free and paid for English language classes (Action Language) for any migrant that cannot access mainstream ESOL classes.

Job Purpose: To provide the day-to-day delivery of the Action Hosting Scheme including the training of volunteer hosts and matching them with destitute asylum seekers (guests) in need of accommodation. The role involves training and supporting hosts, supporting guests, evaluating/monitoring the scheme and giving support to ongoing work to publicise the scheme to attract future hosts

Salary: £12,103 - £13,447 (FTE £20,172 – £22,413) depending on experience + 6% pension contribution

Hours: 21 hours/week (FTE 35 hours/week) – including some evenings and occasional weekends

Contract length: Permanent following a 6-month probationary period

Duties & Responsibilities:

Recruiting and supporting hosts

- Recruiting hosts through an application process including an interview, home visit, the taking up of references and other checks
- Training and induction for all hosts and supporting them while they are actively participating in the scheme
- Co-ordinating hosts availability to maximise the project's capacity
- Being on-call to respond to issues that may arise – some of which will be out of hours

Resident support

- Interviewing potential clients to assess suitability for the scheme including a risk assessment
- Matching clients appropriately with potential hosts including induction, explanation of boundaries, occupancy agreements and general terms for receiving accommodation
- Manage all moves and any changes associated with hosting arrangements

Ongoing operation

- Assist the Project Manager to ensure the service operates effectively and keeps abreast of legislation, regulatory or other changes
- Assist in any fundraising activity and help publicise the work of the project and Action Foundation generally
- Other tasks appropriate to the post as requested

Monitoring and evaluation

- Working with the Project Manager and others in the organisation to ensure all monitoring and evaluation tools for the project are in place to enable them to provide feedback on outcomes/outputs to supporters and funders
- Reviewing all processes to ensure the project develops in accordance with best practice

Personal Specification/Key Competencies;

Knowledge/Experience;

- Providing support to vulnerable adults – (essential)
- Project co-ordination – (essential)
- Managing administration systems and practices – (essential)
- An understanding of the need to maintain safe working boundaries (essential)
- Delivering and updating training in a variety of contexts (essential)
- Implementing and updating policies and procedures (essential)
- Working with volunteers (essential)
- Monitoring and evaluation (desirable)
- Working with interpreters/those speaking English as a second language (desirable)
- Knowledge of health and safety practices - (desirable)
- A basic understanding of the asylum system - (desirable)

Skills/Abilities;

- Management skills, including ability to lead and motivate others (essential)
- Excellent interpersonal, teamwork, negotiation and organisational skills (essential)
- Initiative and a creative approach to problem solving (essential)
- Excellent IT and numeracy skills (essential)
- Excellent written and verbal communication skills (essential)
- Ability to plan and deliver against targets (essential)
- Ability to prioritise, multi-task and work well under pressure, including covering for colleagues from time to time as necessary (essential)
- Ability to work effectively without supervision when appropriate (essential)
- Ability to compile data for reports (essential)

Other;

- In possession of a UK driving licence and use of own car (essential)
- Supportive of the Christian ethos of the organisation (essential)
- Able to work some evenings and occasional weekends to deliver training, home visits and attend publicity events for which time will be given off in lieu. (essential)