**Job Specification - Support Worker**

Selig (Suffolk) Trust (Selig) is a Christian based Charity dedicated to serving the needs of vulnerable people in Suffolk, such as those with no permanent home or survivors of domestic abuse. Selig has run a successful church and volunteer based project for homeless adults in the centre of Ipswich over the last 5 years. Selig will soon be launching additional projects so we need a full time Support Worker to create and implement individual development plans for our service users. These will often be individuals with complex and chaotic lifestyles so this role will have many daily rewards and challenges. This role requires an active and mature Christian faith and relevant experience. The successful candidate will need to provide excellent workplace and spiritual references and a clean advanced DBS disclosure.

Key information

* This full time role (37 hours per week) reports to Selig’s Business Manager
* The role is based at the Selig office and will serve Ipswich and the surrounding area
* Salary of £20,000 to £22,000 dependant on experience / qualifications plus Stakeholder pension
* 25 days paid holiday per year, plus bank holidays
* Working hours will include weekends, evenings and bank holidays
* Time off in lieu will be given for Bank Holidays.

Main responsibilities

* Working closely with, and being a strong Christian witness to, those that Selig supports. Particularly working with those dealing with homelessness and transition by providing support and helping each person to make positive life choices and move forward, by;
	+ Building relationships with each individual, assessing their needs and creating personalised development plans
	+ Developing relationships with other service providers, and being a ‘bridge’ to help individuals access and make the most of local opportunities
	+ Developing relationships with and supporting local churches in the provision of prayer, discipleship and mentoring to each individual
* Ensuring the smooth running of Selig Projects (with others) by enabling teams through;
	+ Supporting and developing their work
	+ Supporting, guiding and training co-ordinators and volunteers in collaboration with each Project Management Team and the Selig Business Manager
	+ Ensuring that policies and procedures are followed by all involved
	+ Supporting fund raising activities for Selig and its projects
* Any other task as reasonably required, from time to time.

Key skills and experience required

* Excellent interpersonal skills
* Development of good relationships with each person supported
* Empathy and listening skills
* Ability to work with those with complex and chaotic lifestyles
* Ability to defuse tense situations between people in a calm and efficient manner
* Strong administrative, record keeping and IT skills
* Demonstrable initiative
* Ability to work both independently and as part of a team
* Ability to participate in and lead Christian prayer groups
* Ability to simply and clearly explain complex information
* A current full drivers’ license and access to own vehicle

Additional skills/experience that would advantageous

* NVQ (or working towards) in Information, Advice & Guidance
* Awareness of difficulties and problems that can arise due to social deprivation
* Understanding of the impact that social deprivation has on individuals, families and communities
* Volunteer Management
* Fund raising and public speaking experience