

Job Description – IWNS Worker (Volunteers)

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. Selig has run a successful church and volunteer based project for homeless adults in the centre of Ipswich over the last 7 years. We need a dedicated Worker to support Ipswich Winter Night Shelter volunteers. They will provide hand-on support to our volunteer co-ordinators and volunteers before and during the night shelter season. We have over 250 volunteers from a broad range of backgrounds so this role will have many daily rewards and challenges. This role requires an active Christian faith. Belief in the power of Christian prayer to support and achieve our work is a vital part of all that we do. This is manifested by leading Christian prayers every evening at the night shelter and responding to requests for Christian prayer from those we work with. The successful candidate will need to provide excellent workplace and personal references and an advanced DBS disclosure.

Key information

- This fixed term part time role (20 hours per week) reports to Selig's Business Manager
- The role will begin in September 2018 (maybe earlier) and end in March 2019
- The role is based at the Selig office and will serve Ipswich
- Salary of £20,000 to £22,000 (full time equivalent, pro rata) dependant on experience
- Stakeholder pension
- 25 days paid holiday per year (full time equivalent, pro rata), plus bank holidays
- Working hours will include Christmas or New Year plus some weekends and evenings
- Time off in lieu will be given for bank holidays

Main responsibilities

- Ensuring the smooth running of the Ipswich Winter Night Shelter (with others) by;
 - Supporting our work with Christian prayer
 - Providing hands-on support for our team of Volunteer and Venue Co-ordinators
 - Ensuring that policies and procedures are followed by all volunteers
 - Recruiting, checking, training and supporting new volunteers
 - Training, supporting and developing returning volunteers
 - Sending regular updates to volunteers – including Christian prayer updates
 - Maintaining records and compiling reports
 - Developing relationships with other service providers
 - Being a 'bridge' to help volunteers access and make the most of other opportunities
 - Working closely with, and supporting strong Christian witness to, those at the night shelter
- Liaising with Christian churches (and community groups) that we partner with
- Supporting fund raising activities for Selig and its projects
- Any other task as reasonably required, from time to time.

Key skills and experience required

- Ability to participate in and lead Christian prayer groups
- Excellent 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
- Ability to work both independently and as part of a team
- Ability to simply and clearly explain complex information

Additional skills/experience that would be advantageous

- Volunteer Management
- A current full drivers' license and access to own vehicle
- 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
- Fund raising and public speaking experience