



Changing lives
one by one

Dear Applicant

Re: Project Worker at Chapter 1 (Manchester)

Thank you very much for your recent request for the above post at Chapter 1 (Manchester). Please find enclosed the following:

- ✓ Job Description and Person Specification
- ✓ Background Information
- ✓ Values Statement
- ✓ Tips for Applicants
- ✓ Christian Basis
- ✓ Equal Opportunities Statement
- ✓ Policy on the Recruitment of Ex-offenders
- ✓ Statement on Storage, Disposal and Use of Disclosure Information
- ✓ Structure of Chapter 1
- ✓ Application Form inc Equal Opportunities Monitoring Form

Please complete the application form as fully as possible and use additional A4 size sheets if you wish to enlarge upon any of your answers. Short-listing will be carried out on the basis of information contained within the application form and it is therefore in your interest to put as much information down as possible.

I would particularly like to draw your attention to the Values Statement. Working in partnership with service users is inspired, motivated and directed by the values expressed in this document. You should also note that if you are successful with your application and appointed in post, you will be required to successfully complete Chapter 1's accredited LinkWork Skills Course which will be integral to your role as Project Worker.

Please return your completed application form to our Central Office to reach us by the closing date of **Friday 24 February 2012**. You can return your completed application form by post to Chapter 1, HR Dept., 2 Exton Street, London SE1 8UE or by fax to 020 7593 1197.

We will not consider applications received after the closing date. If you have been shortlisted you will be contacted and invited to attend a formal interview. Due to the high volume of applications we receive it will not be possible to respond to unsuccessful candidates. Therefore, if you have not heard from us within 3-4 weeks of the closing date, please assume that your application has not been successful.

If you have any queries regarding the post, your application or the recruitment process please do not hesitate to contact us. We wish you every success with your application and thank you for your interest in the Chapter 1.

Yours sincerely

HR Dept

Central Office

2 Exton Street, London, SE1 8UE Tel: 020 7593 0470 Fax: 020 7593 0478 mail@ch1.org.uk www.ch1.org.uk

Chapter 1 is the trading name of [Christian Alliance Housing Association Limited](#)
Charity No. 293232. Company No. 1937003. TSA Regulator of Social Housing Registration H3658
Registered Office: 2 Exton Street, London, SE1 8UE

JOB DESCRIPTION

Position:	FULL TIME PROJECT WORKER
Salary Range:	£17,076 - £19,041 pa Additional payment of £32 paid for each sleep-ins
Hours:	37.5 hours per week (excluding any agreed sleep-ins)
Location:	The Limes, Manchester
Line Manager:	Project Manager

CORE DUTIES AND RESPONSIBILITIES

Management of the Project

1. To work together with the project management to ensure the provision of a high quality service to residents, which enables them to develop the skills necessary for independent living, where appropriate following the procedures as set out in the Organisation and Procedures Manual.
2. To be responsible for the running of the project (in particular during night hours) ensuring all Health and Safety requirements are met and that the project is maintained to an acceptable level of cleanliness.
3. To monitor and assess in accordance with Chapter 1's Risk Assessment Policy and to consult the Deputy /Project Manager as appropriate in accordance with established procedures.

Staff Management

1. To be actively involved in staff and briefing meetings and attend bi-monthly supervision with project management, any other relevant meetings and training courses.

Finance and Administration

1. To maintain accurate and timely records as required.
2. To collect and record residents' rents and other charges as appropriate.

Housing Management and Support

1. To be involved in the selection of residents for vacancies in accordance with the established lettings policy and to ensure all residents are admitted following Chapter 1's Organisation and Procedures Manual together with any local procedures.
2. To promote and encourage resident participation, to attend resident meetings, join in organised activities, as appropriate and to act as advocate for residents when necessary.
3. Through a link-working system to assist residents with budgeting and other life skills training, at all times working in partnership to empower them, treating them with dignity and respect and liaising with all relevant groups and individuals outside the project.
4. To work alongside project management in carrying out disciplinary procedures where necessary.

Maintenance and Development

1. To identify repairs and maintenance problems in consultation with residents and arrange for repairs to be undertaken in accordance with established procedures.
2. To work together with project management to market and develop effectively the work and image of Chapter 1 in existing and new developments.

Other

1. All the above are to be carried out in accordance with the Chapter 1 Organisation and Procedures Manual.
2. No job description can be entirely comprehensive. The post holder will be expected to carry out such other duties as may be required from time to time in accordance with the job description.
3. Specific finance, administrative and maintenance tasks will be as delegated by the Project Manager.

PERSON SPECIFICATION PROJECT WORKER

KNOWLEDGE AND EXPERIENCE

Essential

Working as part of a team.

Good communication skills.

Experience working within a set structure setting goals and achieving outcomes with young people known as Link working.

Understanding of the issues facing young people especially those who are marginalised.

Experience in developing and maintaining effective working relationships with partner agencies. Housing Benefit, Housing Associations, SP team. (are a few)

Computer skills - Be computer literate, knowledge in excel, powerpoint and an understanding of database work.

Desirable

Experience of managing and monitoring budgets

Working knowledge of relevant legislation.

An understanding and an interest in activities.

Having knowledge on Diversity issues

Knowledge of mental health issues

Knowledge working with probation YOS

QUALIFICATIONS

Good standard of literacy and numeracy.

SKILLS AND ABILITIES

Sensitive and empathetic, discreet and confidential

Ability to work within a team.

Ability to adapt to planned changes

Approachable, adaptable and assertive.

Able to cope under pressure and manage time to meet deadlines.

Good Listener

Proactive: Getting involved, getting other people involved, network.

Focussed: Stick to deadlines, continuity of work being done.

Accurate and organised.

Understanding of and In sympathy with the Christian ethos.

Knowledge of Supporting People

Experience of working with service users moving into their own properties

Experience of Quality Assessment Framework