

Job Title	Bristol Churches Shelter Deputy Coordinator	Role Grading		Occupational Requirements		Status		Work pattern		DBS Requirement	
Reports to	Bristol Churches Shelter Senior Coordinator	Equates to Ministry Support	Active Christian Faith	Casual Contract	Flexible work pattern	Enhanced with Barred List					
Job purpose	To enable the mission of Jesus Christ through coordination of the delivery of the Bristol Churches Shelter (BCS) providing safe temporary shelter accommodation to those who would otherwise sleep rough in Bristol. To co-lead BCS with the full cooperation of the church in Bristol and integrate the service into the homelessness eco-system.										
Key Responsibilities			Experiences and Qualifications				Job Dimension				
<p>Coordination Skills</p> <ul style="list-style-type: none"> • Coordination of BCS to provide emergency shelter accommodation for rough sleepers (guests), support for them whilst in the shelter and with their move-on. • Develop an understanding of rough sleeper outreach work, building the necessary links to ensure the service meets a genuine need. • Ensure ongoing and proactive liaison with referral partners. • Engage with the church to secure their full partnership in delivering the service. • Support the co-design approach to planning and improving the service, taking account of guest needs and church partner capacity. • Support the Trauma Informed (TI) and Psychologically Informed Environment (PIE) service. • Contribute to the development of the shelter service to match best practice and document the operating model. • Support effective and informative data collection, and evaluation, to enable necessary reporting of outputs and outcomes. • Contribute to the maintenance of up-to-date policies and procedures for the efficient safe operation of the service, integrating those with inHope policies and procedures. • Support the recruitment, induction and support for volunteers; engage volunteers in the design and oversight of the service. • Ensure that BCS staff and volunteer rotas are managed effectively, and without 'gap-filling' of rotas. • Be risk aware, contributing to the risk assessment(s) for the service. • Comply with H&S, Safeguarding and Data Protection policy in all aspects of BCS's work. • Be aware of available funds, seeking approval for any expenditure in line with the approved budget and available funds. • Contribute to regular and topical communications with church partners and the wider church across Bristol to foster their full partnership. <p>General Duties</p> <ul style="list-style-type: none"> • Christian pastoral care for colleagues. • Represent BCS publicly, including at inHope supporter activities. • Participate fully in the BCS on-call rota. 			<p>Person Statement</p> <p>A highly motivated and organised person with a track record of serving others through using their service coordination skills. Has a sense of call to spend their skills and experience to serve rough sleepers.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> • Has completed secondary education, with Maths and English at GCSE Grade C, or equivalent. • Sector relevant experience, qualifications and training. • Has minimum 3 years relevant experience of working in the sector (or similar). • Good project management skills; co-ordination of complex stakeholder networks. • Ability to plan and prioritize your own workload effectively, working on your own or as part of a team. • Able to network effectively and draw people into the service quickly. • Positive, optimistic and resourceful when dealing with obstacles and last-minute changes. • Capacity and flexibility for high work volumes within short time periods. • Availability to work long hours directly proceeding and during delivery of the shelter programme. • A proven completer-finisher able to review and evaluate the service. • Experienced in the use of Windows based IT tools. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within the homelessness sector delivering front line services. • Basic understanding of the benefits system, and housing options. • Experience of working with, or within Bristol's churches. • First Aid trained, Mental Health First Aid Trained. • Awareness of H&S requirements. • Ability to work flexibly in various locations. 				<p>Team</p> <p>Working in cooperation with a range of agencies and partners, the job holder will establish strong relationships with church partners. They will need to co-lead the BCS Delivery Group which will include the primary contacts from each participating church.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> • Line managed by the Senior Coordinator with agreed areas of responsibility, and regular reviews on activities. • To support the Empowerment & Admin Worker in their role. • To work cooperatively with functional managers at inHope i.e. the Development & Relationships Manager, the Finance and Operations Manager, Volunteering Management and their teams, as needed. • To build and maintain a close working relationships with referral partners. • To build good and supportive working relationships within the BCS Delivery Group. • To work alongside the church volunteer teams and individual volunteers, supporting them in their roles and ensuring that training is provided where appropriate. • To develop and maintain good communication channels with representatives of the wider church community in Bristol. • To participate in and contribute to sector working groups as required. • An open invitation to attend staff meetings, prayer and worship times and training activities as appropriate and as the work pattern allows. • To positively engage with external supervision, appropriate self-development and external training. 				