

Job Title	BCS Empowerment & Admin Worker	Salary 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	
Job purpose	To enable the mission of Jesus Christ through supporting the delivery of the Bristol Churches Shelter (BCS) giving safe temporary shelter accommodation to those who would otherwise sleep rough in Bristol. Working with guests to empower them in their move-on from the shelter.										
Key Responsibilities			Experiences and Qualifications				Job Dimension				
<p><b>Guest Empowerment</b></p> <ul style="list-style-type: none"> <li>Support shelter guests through weekly meetings.</li> <li>Empower guests to realise their move on plan, supporting them to access necessary resources.</li> </ul> <p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Develop an understanding of rough sleeper outreach work maintaining the necessary links for BCS to be an integral aspect of this work.</li> <li>Ensure ongoing liaison with referral partners.</li> <li>Participate in the BCS Delivery Group, led by the BCS Coordinators, ensuring that all planning tasks and activities are completed in a timely fashion and in keeping with the purpose and values.</li> <li>Take responsibility for aspects of the service as requested by the BCS Senior Coordinator.</li> <li>Ensure that the shelter venue has a stock of essential items to enable smooth service delivery.</li> <li>Liaise with volunteers, ensuring that the daily volunteer schedule is up-to-date and that any 'new' volunteers are fully inducted and oriented to the shelter, supporting their contribution towards the smooth running the service.</li> <li>Resolve guest and service issues, improve practices, and ensure consistent application of protocols throughout the service.</li> <li>Be present at the shelter as agreed with the Senior Coordinator, and at other times as the role requires.</li> <li>Contribute to the data collection and service evaluation as guided by the BCS Coordinators.</li> <li>Assist in the planning and running of the annual celebration event.</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>Christian pastoral care for colleagues.</li> <li>Fulfil other duties as requested.</li> </ul>			<p><b>Person Statement</b></p> <p>A motivated and organized person with a track record of empowering others to utilise their own capacity for change. Uses their administrative skills and competence to serve others. Has a sense of call to spend their skills and experience to serve rough sleepers.</p> <p><b>Key Skills, Experiences and Qualities</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Maths and English to GCSE Grade C or equivalent (e.g. BTEC Health and Social Care L2), and completed their secondary education.</li> <li>Ability to work with people of all backgrounds with empathy and appropriate boundaries.</li> <li>Can demonstrate how they have empowered others to use their skills and capacity for personal change.</li> <li>Demonstrable administrative and organisational skills in a service delivery or project context.</li> <li>Attention to detail and motivation to complete tasks to a high standard.</li> <li>Positive, optimistic and resourceful when dealing with obstacles and last minute changes.</li> <li>Availability to work long and unsocial hours whilst the shelter is open to guests.</li> <li>Experienced in the use of Windows based IT tools.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Awareness of homelessness and the expressed needs of rough sleepers.</li> <li>First Aid trained.</li> <li>Ability to work flexibly in various locations.</li> </ul>				<p><b>Team</b></p> <p>The BCS team work collaboratively with partner church representatives, referral partners and volunteers to deliver a safe shelter service for guests. The BCS staff team will also liaise with inHope staff team, working collaboratively.</p> <p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>Line managed by the Senior Coordinator with regular reviews on activities.</li> <li>Delegated operational responsibility for the shelter service at times agreed with the BCS Senior Coordinator.</li> <li>To maintain a collaborative working relationship with referral partners to support guests who use the shelter and empower them in their move-on.</li> <li>To work effectively with the BCS Delivery Group.</li> <li>To work effectively with BCS volunteers in providing a service which fosters positive move-on for guests.</li> <li>To work cooperatively with colleagues to have effective handovers regarding operational matters and guest support.</li> <li>To work cooperatively with managers and staff from across inHope.</li> <li>An open invitation to attend staff meetings, prayer and worship times and training activities as appropriate and as the work pattern allows.</li> <li>To positively engage with external supervision, appropriate self-development and external training.</li> </ul>				