



Sussex
emmaus
working together to end homelessness



Project Worker **Application Pack**

Working together to end homelessness

Contents

Introductory Letter	Page 3
About Emmaus	Page 4
Emmaus Movement	Page 5
How Emmaus Works	Page 6
Our Impact/Emmaus UK	Page 7
The Sussex Emmaus community	Page 8
Job Description	Page 9
Person Specification	Page 13
Emmaus Package	Page 15
Application Process	Page 16



Introductory Letter

Dear Applicant,

Sussex Emmaus is a charity dedicated to making a difference to the lives of the most vulnerable and disadvantaged people in society. We provide accommodation for 58 people, helping them out of homelessness and providing them with a place to feel safe and secure whilst supporting them to develop and thrive.

Sussex Emmaus is looking to recruit a Project Worker, to support Companions living and working at Sussex Emmaus, who has proven experience of providing support to individuals who have faced multiple disadvantages in their lives. Reporting to the Community Manager you will have a desire to support the development of people with a variety of needs and have a positive, motivational attitude. You will be joining a friendly and enthusiastic team who are passionate about what they do.

This pack provides you with useful information about our organisation, the job vacancy, and the application process. Please take the time to read this pack and our website to find out more about our charity, community, and social enterprise.

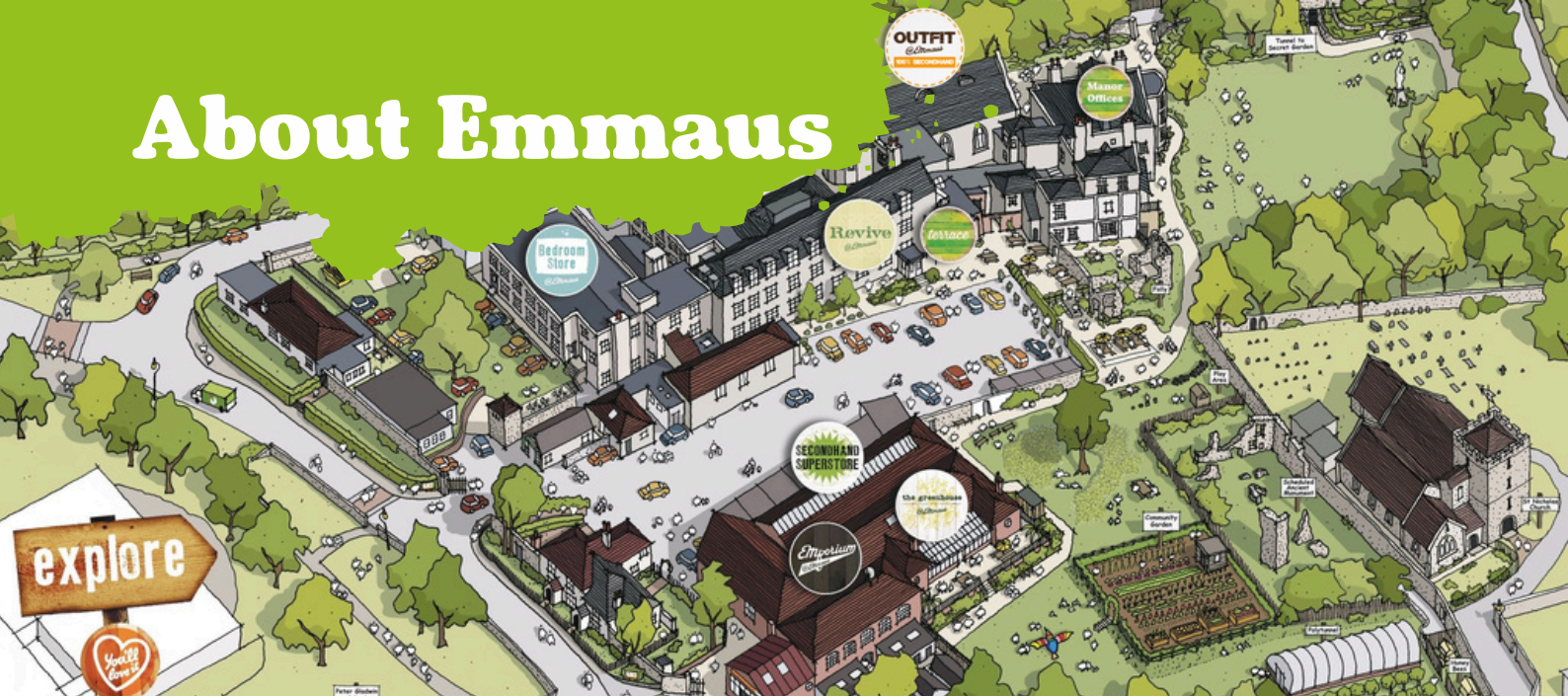
This is a full-time role, and you will work 38.75 hours over 5 days a week. The working days are Tuesday to Saturday. You will have the opportunity in the interview to discuss flexy working or part-time.

To apply please send your CV and supporting statement showing how you meet the person specification to kgordon@emmausbrighton.co.uk or by post to Ren Gordon, Sussex Emmaus, Drove Road, Portslade, BN41 2PA.

If you would like an informal chat before applying, please contact Ren Gordon, Community Manager, on 07736378814.

Kind Regards
Ren Gordon, Community Manager

About Emmaus



Sussex Emmaus is a unique charity that offers a home, work experience and individual support to people who have experienced homelessness and social exclusion. We don't just give people a bed for the night; we offer a sense of purpose and belonging.

At the heart of Sussex Emmaus is the Companions. Companion is the term used for those who live in an Emmaus community and contribute to the social enterprise, where they support themselves and one another. Living in a stable environment with the opportunity to gain work experience as part of individually tailored support helps Companions regain lost self-esteem and the confidence needed to get back on their feet.

Sussex Emmaus provides a home for as long as someone needs it. This gives people the opportunity to take stock of their lives, deal with any issues they might have and often re-establish relationships with loved ones. Since opening in 1997, Sussex Emmaus has steadily grown and we now have the capacity to support 57 Companions at any one time. There are currently over 850 Companions living at 29 Emmaus communities across the UK.

The majority of our income is generated in our social enterprise which includes four charity shops based at our Drove Road site and at Outfit London Road in the centre of Brighton. Companions participate in every area of our social enterprises, directly contributing to our charity whilst gaining skills and valuable work experience.

We offer an individual holistic package of support and a tailored development plan to support each Companion to develop new skills, or build on existing ones, to boost their confidence, improve mental and/or physical health and wellbeing and increase employability.

Working at Sussex Emmaus can be demanding at times but it is also very rewarding, especially seeing people overcome challenges and achieve their goals. No two days are the same at Emmaus and you can be sure of a diverse mix of people to keep every day interesting. In addition to work experience within our charity, there is also the opportunity to volunteer in solidarity activities to support individuals and groups in greater need.

The Emmaus Movement

Sussex Emmaus is an independent local charity that is governed by a board of trustees. Whilst our work is focused locally, we are also part of a much wider Emmaus movement.

We are proud and active members of the Emmaus UK federation, Emmaus Europe and Emmaus International. The roots of Emmaus stretch back to Paris in 1945 and since then, more than 400 Emmaus groups have been established in 41 countries around the world.

The first Emmaus in the UK opened in 1991 and Sussex Emmaus opened in 1997. There are now 29 Emmaus communities in the UK with more than 850 companions living in communities stretching from Glasgow to Dover. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area.

Across the globe, all Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. All share the same goal; acting against the causes of poverty and being vehicles for social transformation through allowing the poorest to become actors in their own lives.

Find out more about the roots of Emmaus and how the movement has developed to serve people in need: emmaus-international.org/en

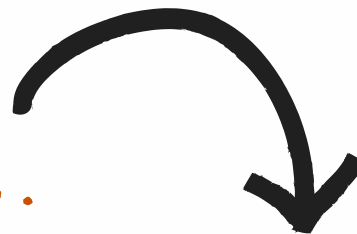


How it works

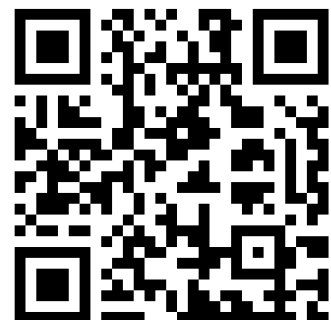
Unlike a lot of provisions for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing, a holistic support package, a small weekly allowance, holiday money, as well as money into a savings pot.

In return, we ask that:

- Companions participate in a tailored support package that includes work experience in the community's social enterprises
- Companions behave in a respectful way towards one another
- No alcohol or illegal drugs are used on the premises.



Find out more about
Emmaus here



Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus Community, £11 is generated in social, environmental and economic returns.

The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs.
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill.
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus Communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

Emmaus Federation Strategic Plan 2020-2025

Our ambition, by 2025:

- We will provide a home to 1,100 people.
- We will be 75% self-funded through companion-led social enterprises.
- More than 95% of companions will describe Emmaus as a positive experience.
- We will support 100,000 people each year through acts of solidarity.
- We will have reduced our carbon footprint and we will be actively looking to improve our environmental impact.

Our strategic priorities:

- We will help more people by:
 - Delivering a wider range of activities to address social exclusion.
 - Creating more homes
 - Developing a range of employment and move on housing options.
- We will work smarter by:
 - Improving our processes and making better use of technology
 - Developing and growing our social enterprises
 - Actively seeking opportunities to improve our environmental impact.
- We will shout louder about:
 - Who we are and how we make a difference.

Sussex Emmaus Community

Our vision is for a thriving, diverse and resilient Emmaus Community, making the most of our amazing asset that is our extensive site in the heart of Portslade Old Village and the passion and skills of the people that make it tick.

A Community that is home

A transformative place where companionship for formerly homeless people is at the core of what we do – helping vulnerable individuals in crisis when they need it most, providing a home, work and the best life opportunities we can offer, for as long as they need.

A Community that is a destination

A much-talked-about place that attracts people from across the city and beyond to visit, browse, shop, eat and relax – with a reputation for the experience we offer our visitors, from customer service to great bargains, enjoyable events and a unique, positive environment within which Companions play a key role.

A Community that is a hub

A place within the local community that welcomes all and shares a broad integrated offer with local residents, schools, businesses, charities and volunteers – bringing the local community together to help people help themselves, perhaps establish a home, go to work, celebrate a birthday, learn something new or simply find a sense of belonging and build new relationships over a cuppa.

A place to stay, a place to feel safe, a place to get support, a place to visit, a place to grow, a place to connect, a place to contribute.



Job Description

Job Title

Project Worker

Reports to

Community Manager

Location

Portslade, Brighton

Purpose of the role

To provide support to Companions using a person-centred and strength-based approach, so they can live and work in the Emmaus Community, develop life skills and realise their full potential.

To work as part of a team to ensure the day to day running of the Companion accommodation, to provide a welcoming, positive and safe place to live.

Accountabilities

Companion Development

- Provide high-quality person-centred support, using the principles of Trauma Informed Care and Strength Based Practice models to encourage resilience and wellbeing in companions recognising each Companion as the expert of their own experiences.
- Provide support to Companions who may have a range of needs, including addiction, mental or physical health needs. Ensure that appropriate information, advice and support is made available. Act as advocate and accompany Companions to formal meetings and appointments i.e. court, solicitor and CSA.
- Ensure Companions engage in all aspects of Community life positively, and are part of its organisation, development and decision-making procedures.
- Effectively communicate Companions' needs with the wider staff team to ensure that there is a holistic approach to supporting Companions across the Community.
- Ensure an effective induction for Companions into the Community, their home and social enterprises and participate in subsequent review meetings.
- Work with Companions to ensure training and personal development plans are identified and effectively implemented. Allowing Companions to have control, direction and purpose.
- Support the team to identify and co-ordinate Community activities, including outings, events and exchange visits.
- Develop and maintain positive partnerships with other agencies locally to enhance the support available to Companions. Attending external meetings and conferences where necessary.
- As part of a team, support the Community Manager to work alongside the District Councils Housing Team to find sustainable housing solutions for Companions.
- Support companions to understand the rules, policies and procedures, and that they can comply with them, taking remedial action as appropriate.

Accountabilities

Housing Management and Administrative Duties

- Undertake all necessary administrative duties including replying to correspondence.
- Ensure that all Companion risk and needs assessments are thoroughly and accurately completed in a timely manner and are kept up to date, where necessary liaising with external services and agencies delivering support.
- Complete Housing Benefit applications; complete PIP applications where applicable; and UC applications for move-on purposes.
- Complete the setting up and termination of licenses ensuring that all internal and external requirements are met.
- Support the Community Manager and team in the referral process ensuring that appropriate Companions join the Community.
- Ensure that all Companion records and information is maintained in compliance with policies, procedures and the General Data Protection Regulation 2018.
- Support Companions to abide by their license agreement and community rules.
- Support and encourage Companions to maintain a clean and safe physical environment, in the community and their room.
- Complete quantitative and qualitative data when required for monitoring and evaluation purposes.

Learning and Development

- Maintain personal development including participation in supervision, reflective practice and training.
- Participate in staff review and team meetings.
- Attend annual appraisal reviews.

General

- Abide by Emmaus' policies and procedures, and regulatory requirements.
- To lead by example by demonstrating appropriate behaviours, values and culture
- To learn and engage with the Emmaus ethos as presented in the Universal Manifesto and embodied in the history and experience of all involved in Emmaus
- To be flexible and willing to carry out any other reasonable duties as required
- To play a full role in the Sussex Emmaus Community fulfilling additional tasks as requested by the management team
- A requirement to support Solidarity activities undertaken by the Community
- To understand and work in accordance with the principles of Emmaus International and uphold its values and ethos
- As part of a team provide out of hours support to the community on a rota schedule.

Equality and Diversity

- Promote and embed a proactive approach to equality and diversity – by example and approach.
- A commitment to treat all staff, volunteers, visitors and Companions equally and with respect.

Safeguarding & Right of Work

The role requires an enhanced Disclosure and Barring Service (DBS) check to be carried out. This is to check the criminal records, and that the person is not barred from working with 'adults at risk'. Some Companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties Have limited life experiences
- Are socially isolated Have low self-esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.

Person Specification

Experience & Knowledge

Essential

- Proven experience of providing support to adults who have faced multiple disadvantages in their lives
- Proven experience of carrying out support planning
- Proven experience of risk and needs assessment

Desirable

- Working with challenging behaviour
- Working knowledge of issues around homelessness, housing and social inclusion
- Good knowledge of alcohol, drugs and issues around addiction and relapse management
- Good knowledge of Trauma Informed Care and Strength Based Practice
- Good knowledge of mental health, personality disorders and dual diagnosis
- Good knowledge of First Aid
- A good knowledge of local resources and network of local contacts

Education / Professional Certification

Essential

- Good general education
- Undertaken training in key competencies such as: dealing with conflict, key working/support planning, working with people with drug and alcohol issues

Desirable

- Level 3 Certificate in Providing Homelessness Services
- Certificate in Counselling Skills, Social Worker, or similar
- Degree in Counselling or Social Services

Person Specification

Skills

Essential

- Conflict resolution, ability to stay calm and cope under pressure
- Excellent listening, verbal and written communication skills
- Ability to respect professional boundaries
- Ability to use Microsoft Word, Excel, Email and Internet
- Ability to prioritise and manage time efficiently
- Ability to communicate with a wide range of people using excellent active listening skills to form healthy and constructive relationships
- Ability to represent Sussex Emmaus in a variety of forums, establish and maintain new relationships and build rapport with external agencies
- Commitment to and good understanding of equality and diversity
- The ability to forge effective working relationships within a team
- Commitment to personal growth and extending own professional competence and knowledge.

Desirable

- Full driving licence and willingness to drive Community vehicles while fulfilling the support role
- Awareness of issues around confidentiality and protection of information

Person Specification

Personal Characteristics

- A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential
- An ability to learn, embrace and work to the Emmaus ethos
- Empathetic and understanding of a wide range of needs and experiences
- Compassionate, collaborative and encouraging approach
- Ability and willingness to be an effective role model, lead by example within the ethos of Emmaus
- Ability to be fair, consistent, confident and calm in dealings with people
- Confidence to take on and resolve difficult and frequently sensitive issues
- Commitment to environmental sustainability and social development
- A compassionate, collaborative and encouraging demeanor
- An understanding of the challenges that arise from community living
- Strong emotional resilience and able to identify when external support is needed for self and others
- An understanding of and empathy for the work of Emmaus, and an ability to uphold Emmaus values

Terms and Conditions of Employment

- Salary £27,602
- Hours – 38.75 hours per week, 7.75hrs a day, Tuesday to Saturday
- Annual leave – 25 days per annum plus bank holidays
- Working hours – 8.45am to 5pm
- Pension – 5% employer contribution
- Training & Development – Individually tailored induction, training, and development.
- Employee Assistance – A 24/7 employee assistance scheme is available
- 6 months probationary period
- On-call/Out of Hours rate:
 - For Regular Nights - £10 per shift
 - For Bank Holiday Nights - £25 per shift

Contact

To Apply

To apply please send your CV and supporting statement to kgordon@emmausbrighton.co.uk or by post to Ren Gordon, Sussex Emmaus, Drove Road, Portslade, BN41 2PA.



Sussex Emmaus
Drove Road
Portslade
Brighton
BN41 2PA



01273 426470



contact@emmausbrighton.co.uk



www.emmausbrighton.co.uk



Emmaus Brighton



Sussex Emmaus



@emmausbrighton

Charity Number: 1053354

Company Number: 3130876