



Application Pack

Deputy Community Leader



emmaus

Sheffield

working together to end homelessness

About Emmaus Sheffield

Emmaus Sheffield has been offering a safe and secure home to formerly homeless people for over 15 years. Opening with only 8 rooms in January 2008, the need for our services gave rise to a number of expansions over the years and we now offer a home to 18 vulnerable adults.

There are many reasons that people become homeless, and here at Emmaus Sheffield we understand that everybody's story is different. Everyone deserves a safe place to live, and we offer this, not just for one night, but for as long as they need it.

Our aim is to enable those we support to recognise the factors that have led to their becoming homeless and work with them to make a transformational change in their lives, often re-establishing relationships with loved ones. We understand that providing the right skills can be key to breaking the cycle of homelessness, enabling them to make a fresh start and have a better chance of employment.

Not everyone will leave our Community, as they are just not able to cope on their own. In these cases, we provide a home for the rest of their lives, supporting them into retirement and beyond.

Those that have moved into their own home, or back with family, are still supported for as long as they need us. We try to keep in touch with former Companions just to make sure they are doing OK and that life is not getting on top of them.



Our vision: why we exist

Working towards a society where everyone has a place to call home and a sense of belonging.

Our Mission: what we do

Offering a safe and secure home for people who have experienced homelessness. Providing them with support, training and meaningful work, not just for a night but for as long as they need us.

How Emmaus Sheffield works

Emmaus Sheffield supports those who have experienced homelessness and social exclusion. We offer:

A home

Everyone in our Community has their own furnished bedroom. It is their personal space for as long as they need it.

We cover all bills, provide basic toiletries and clothing, and work with the Companions to prepare fresh meals every day in the communal kitchen.

Companions share living and dining areas where they can eat together, relax and socialise.

Meaningful work

The people we support spend time in our social enterprise, workshop and Community, working with staff and volunteers. For many, the structure and stability of the social enterprise plays a major part in helping them focus on what led them to being there and helps them address their problems

Actively contributing to the social enterprise plays an important role in restoring their dignity, self-esteem and identity.

A sense of belonging

Our Community offers each Companion support, a home and a sense belonging, providing them with friends and an extended family that many have not experienced in a very long time.

We offer a safe and secure home where people are able to recognise factors that led to their becoming homeless and work towards rebuilding their lives, often re-establishing relationships with family and friends.

Living in a Community provides the opportunity to share their experiences with their peers and get the support required to overcome issues such as addiction and mental health.



Community

Social Enterprise

Emmaus Sheffield provides a place Companions can call home, offering a sense of belonging and family.

Our Community is a place where people can make a home, make friends, gain confidence and get access to the support that they need the most. They have a chance to improve their health and wellbeing, learn new skills and gain qualifications.

Residents, known as Companions, are provided with their own en-suite rooms, and have access to communal areas where they can socialise with others in the Community.

Companions contribute to the ongoing success of Emmaus Sheffield by helping in the Community and social enterprise, gaining new skills and valuable on the job experiences.

Life skills are essential for Companions, and we give them with as many opportunities as possible to experience and improve these skills. Through informal training sessions, we provide sessions in literacy & numeracy, cooking, computer literacy and general home maintenance, so no matter how long they stay with us, they will have what is required to move on successfully.

Since opening our doors in 2008, we have helped over 300 formerly homeless men and women, with over 70% moving on with a positive outlook.

Our social enterprise is very much at the heart of our Community, It is not only a business, but a home those we support.

A large proportion of our income is generated from our social enterprise, with the main activity focused around collecting donations which we sell in our charity superstore.

We provide work and training for our Companions throughout our social enterprise, helping to improve their confidence, self-worth, social skills and real life experiences.

We have a dedicated workshop where we repair, refurbish and re-purpose furniture items and all donated electrical items are PAT tested on-site.

We also provide an incredibly valuable service to the local community, providing an amazing range of good quality furniture, bric-a-brac, clothing and electrical items for sale at low prices

Customers visiting our social enterprise can spend time in our café or garden, chatting to Companions and staff, and seeing the work we are doing. This can help to reduce the feeling of isolation for many customers, and make them feel part of a community.

Every penny raised from our social enterprise goes directly into our project of supporting homeless people.



Deputy Community Leader

Role overview

More people are experiencing what it means to be homeless. Emmaus Sheffield provides a unique solution to homelessness and we have an ambitious plan to do even more.

This is an exciting time to join our team as we work to develop and grow our Community.

The Deputy Community Leader will play a central role in the pastoral care of the Companions at Emmaus Sheffield, ensuring the smooth running of the Community in line with all organisational policies and procedures.

They will take a person-centred approach to enable Companions to maintain and improve their health and mental wellbeing.

We are looking for someone with experience of working with vulnerable people with complex needs and developing positive outcomes.

The successful candidate will have good communication skills, be able to develop strong relationships and have a strong commitment to helping those in our care.

Deputy Community Leader

Job description

Location:	Emmaus Sheffield
Accountable to:	Community Leader
Responsible for:	Companions and staff, as appropriate

Duties and responsibilities

Working closely with the Community Leader you will be the first point of contact for Companion pastoral care needs and wellbeing, this will include:

- Providing cover for the Community Leader in their absence, maintaining Community discipline and cohesion in accordance with policies and procedures.
- Being the first point of contact for referral applications and enquiries.
- Completing initial needs assessments and ongoing risk assessment.
- Completing Companion Personal Development and Structured Support Plans.
- Liaising with partnership agencies, drug workers, referral agencies, doctors, mental health services etc.
- New arrival inductions, providing relevant information about Emmaus Sheffield, including room licence and conduct agreements.
- Completing Housing Benefit applications.
- Ensuring safeguarding concerns are raised quickly through the appropriate channels.
- Maintaining accurate records in line with GDPR.
- Planning and organising varied and meaningful activities for Companions.
- Supporting Companions who are living independently to ensure they are managing their emotional wellbeing, tenancies and money management.

Provide one to one support for Companions and assisting with:

- Mental health issues.
- Drug and alcohol issues.
- Life skills.
- Sign posting to relevant agencies.
- CV writing.
- Qualifications and coursework.
- Tenancy Planning.
- Registration for housing with councils and other providers.
- Helping Companions to identify and work towards both short and long term goals.

Have responsibility for the organisation of Companion outings and training courses, this should include but is not limited to:

- Training in workplace relevant courses, such as First Aid, Health and Safety, Food Hygiene and Manual Handling.
- Develop Companion specific training offering, both in house and via external providers, these courses should be aimed at the personal development of each individual.

Perform any other tasks or duties as deemed necessary by the Community Leader.

General

Emmaus Sheffield works with vulnerable people. Staff and volunteers must observe professional boundaries while performing their role.

The post holder must always act in a way which will maintain the good reputation of Emmaus Sheffield, upholding the policies and procedures of Emmaus Sheffield.

The post holder will strive to preserve good working relationships with staff, volunteers, Companions and the trustees, keeping the appropriate key personnel well informed of significant matters.

The role is based at Unit 5 Sipelia Works, Cadman Street, Sheffield, S4 7ZG

This job description sets out the main duties and responsibilities of the role as at the date it was drawn up. These may vary from time to time without changing the general character of the role or the level of responsibilities entailed.

Emmaus Sheffield has a small staff team, and teamwork is essential to the smooth running of the Community. Each staff member has their own role, but they are able to provide support and additional resource to other areas as the need arises. Working in this way provides the maximum level of flexibility, essential to meet the daily challenges of running a project of this scale.



Deputy Community Leader

Person specification

Training, experience and qualifications

Essential

- Health and Social Care Level 3, or equivalent.
- Previous experience of training and supporting people with complex needs in a health and social care.
- An understanding of working with people using person-centred approaches.
- The ability to manage a case load and deliver positive outcomes.
- Good general education, this should include Maths and English to GCSE grade C or above, or equivalent level.
- Experience developing and providing training plans.
- Full, clean driving licence.
- Understanding of Housing Benefit and tenancy support.
- Commitment to continue with professional development.

Desirable

- Experience using In-Form CRM and Outcome Star.
- Experience of assisting vulnerable adults moving to independent living.

Knowledge, skills and abilities

Essential

- Great communication and interpersonal skills, an understanding of building a positive working environment for all and developing an effective and supportive team.
- Effective time management and organisational skills, ability to multi task.
- A positive can-do attitude.
- Sound knowledge of Microsoft Office packages, in particular Excel, Word and PowerPoint.
- Ability to remain calm under pressure.
- Knowledge of professional boundaries.
- Conflict resolution.
- A team player.
- Ability to be flexible with hours as and when needed.
- Knowledge of GDPR

Desirable

- Understanding and knowledge of Emmaus Sheffield and issues surrounding homelessness.

Deputy Community Leader

Terms of employment

Salary:	£28,500 + on-call
Hours of work:	37.5 hours per week
Contract:	Permanent
Pension:	A work place pension is available
Holidays:	28 days per year plus bank holidays
Training and development:	Individually tailored induction, training and development
Probation:	6 months probationary period





Application process

If you are interested in applying for this role, please provide your CV and a covering statement of no more than two sides of A4 setting out your reasons for applying and how your skills, knowledge and experience meet those set out in the person specification.

Your completed covering statement and CV should be sent to Lesley Morgan, Community Leader by email to lesley@emmaus-sheffield.org.uk, making sure to reference the job title in the subject.

The deadline for applications is 9am on Monday 16 September 2024.

Those shortlisted will be invited to an interview at a date to be confirmed, and will take place at Unit 5 Sipelia Works, Cadman Street, Sheffield, S4 7ZG.

Please note, the role will involve contact with vulnerable people and will therefore be subject to a Disclosure & Barring Service check.

To find out
more visit:

www.emmaus-sheffield.org.uk



Unit 5 Sipelia Works,
Cadman Street,
Sheffield, S4 7ZG

t: 0114 272 0677

e: enquiry@emmaus-sheffield.org.uk

