###

**Title:** Assistant Project Worker

**Basis:** Volunteer

**Safeguarding:** A PVG check will be required. There is a minimum age limit of 21 for volunteers at this group.

**Responsible to:** Bethany Christian Centre Manager (Laura McNamee)

**Responsible for:** Supporting staff to ensure the smooth daily running of Bethany House, creating a safe, supportive, caring and empowering environment for residents in an emergency resettlement hostel.

**Context**

Bethany provides a suite of services which support people struggling with issues of homelessness helping them to: find suitable accommodation and furnish their homes, tackle addictions, learn new skills and gain employment, develop positive social networks and become active members of their local communities. This role is part of Crisis Intervention, specifically Bethany House; an emergency resettlement unit, comprised of 6 cluster flats.

**Summary**

Every year we look for 3 volunteers to join the team and learn about providing high quality, personalised support to people in times of crisis.

Volunteers are provided with a self-catered flat to live in and a weekly food allowance.

**General responsibilities:**

* To support the staff team in giving quality support to residents of Bethany House. This includes:
	+ Participating in recreational activities with residents and staff and befriending residents.
	+ Recording and updating contact files and other relevant documentation as appropriate.
	+ General administrative duties, including answering phones and taking messages.
* The volunteer will never be ultimately responsible and is there to support the team. They should, however, respond with care, sensitivity and understanding to the issues and concerns that residents experience and share.
* To complete relevant training that will equip you with the skills required to carry out your role successfully.

**Important pre-requisites for the role:**

* Good general standard of education and knowledge of Microsoft Office packages.
* Experience of providing general support to vulnerable people.
* The volunteer should mindful of personal wellbeing, appropriate boundaries and the limitations of the role, remembering that emotional and physical safety is of paramount importance.
* They should be able to develop strong, healthy and appropriate relationships with colleagues, so the ability to work as part of a team is essential.
* An ability to maintain clear and accurate records and paperwork is vital.
* An interest and some understanding of homelessness, mental health issues, addiction problems and chaotic behaviour is desirable.
* Volunteers should be of Christian faith, in agreement with the vision and values of Bethany and able to show God’s love in action as an outworking of personal Christian faith.

**Location**

Bethany House

12 Couper Street

EH6 6HH

**Pattern of hours**

Shifts are worked on a two day on, two day off basis. Volunteers will work three weeks of this pattern with one team and three weeks of the same pattern with the other team. Volunteers will also work a period of three weeks of 9am-5pm shifts Mon-Fri. In total, this nine-week cycle will continue over the course of the placement.