**Lisburn YMCA**

**JOB DESCRIPTION**

**POST TITLE: Sustaining Tenancies Project Worker**

**LOCATION:** LISBURN YMCA

28 Market Square

Lisburn

**HOURS:** Successful applicants will be required to work 20hrs hours per week. The post will require some flexibility to meet the needs of the clients.

**RATE OF PAY: £25’350.00 (Pro-Rata for contracted hrs)**

**RESPONSIBLE TO:** Senior Management and the YMCA Management Board

**RESPONSIBLE FOR:**

A case load of clients who require a holistic needs based approach which can assist in them manage their tenancy agreement with the NIHE.

**JOB PURPOSE:** Tosupport and enable young adults aged 18 -30 to sustain their NI Housing Executive tenancy. The worker will take referrals, assess need and design a package of support in conjunction with the young adult that enables them to develop the skills, resilience and behaviours needed to overcome the challenges that they face. This support will include accessing practical, financial, resource and working with other agencies across the voluntary, community and statutory sector to develop pathways of support.

The project worker will deliver individual and group support and will work closely with all other relevant agencies to improve the potential for successfully maintaining the clients’ tenancies.

**DUTIES & RESPONSIBILITIES**

1. To provide individual and group support for vulnerable young adults who hold a tenancy agreement with the NI Housing Executive.
2. To develop purposeful relationships with clients based on respect, understanding and which are non-judgemental
3. To design a referral system and referral networks for potential clients.
4. To carry out assessments of clients’ needs and collectively design an individual plan to meet these.
5. To facilitate 1:1 and group work programmes over a variety of issues e.g. mental health, life skills, ASB
6. To source and provide specialist interventions for a range of issues as above
7. To advocate on behalf of clients
8. To develop a network of relevant and specialist services that clients can use
9. Communicate effectively at a range of levels
10. Access appropriate training and CPD opportunities
11. To link with your line manager, colleagues and other teams within the organisation
12. To work within budget requirements
13. To maintain an appropriate social media presence
14. Any other duties as required

**PERSONAL REQUIREMENTS**

1. The ability to form purposeful relationships in order to effect change
2. Have excellent interpersonal skills
3. Hold excellent communication skills at all levels especially with vulnerable young adults
4. Be patient, understanding and adaptable
5. Have excellent administration skills and understand the importance of documenting all aspects of the work.
6. Be proactive, motivated and enthusiastic
7. Have a willingness to develop new skills
8. Have a vision of what a successful project would look like
9. Understand ways of how to capture the impact of the service

**PERSONAL SPECIFICATION (These are desirable but may be enhanced for shortlisting)**

1. Hold a degree in a relevant discipline
2. Have experience working with vulnerable young people/adults
3. Have experience working with homelessness or tenancy support
4. Have experience designing needs based interventions
5. Hold a driving licence and access to transport

**Summary Details**

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| Job Title | **Sustaining Tenancy Project Worker** |
| Location and hours: | **The programme is delivered across the Greater Lisburn Area**  **25 hours per week including ad hoc evening work**  **Fulltime position may be an option** |
| Responsible to: | **Senior Manager** |
| Length of contract: | **2 year with the potential for extension.** |
| Salary: | **YMCA Salary Scale G Pt 1-3 Pro-rata plus statutory pension contribution** |
| Holiday entitlement: | **22 days pro rata plus 11 statutory days** |
| Probationary period: | **6 months** |
| Notice: | **1 month (in writing)** |