



Night Shelter Co-ordinator

First Base

Job Description

Ref: 971

Fixed Term Contract until 31 March 2019

Job Summary

The post holder will work closely with the Senior Manager in co-ordinating staff and resources for the Night Shelter.

Based at the Synergy Wing of The Brighton Centre, the Night Shelter operates in the centre of Brighton for the provision of a safe sleeping space for people who would otherwise sleep rough. The service commences on Saturday 24 November 2018 and will close on the morning of Tuesday 19 March 2019. The service will operate between the following times:

- Monday to Friday, 4.30 pm (clients access from 5 pm) – 7 am, 7 nights a week
- The will operate on bank holidays and Christmas / New Year's night.

There may be several nights when, for operational reasons, the Night Shelter will be temporarily located at other venues in central Brighton.

Staff work on a rota system. The shifts will be an "early" 4.30 pm to 10.30 pm or "night" 10 pm to 7.30 am. The post holder will be expected to work early shifts on the rota system.

The post holder will be committed to continuous service improvement and have the ability to play a lead role to successfully deliver an effective service to clients.

Responsible To

- Senior Manager Support Services
- Director of Advice and Support Services
- Chief Executive, BHT
- Board of Management

Significant Working Relationships

- Night Shelter staff and volunteers
- Interns and students on work placement
- Brighton and Hove City Council
- St Mungo's Broadway Street Outreach Team
- Agencies and projects providing sessional input to the Night Shelter

- Relevant statutory and voluntary organisations concerned with the interests of clients

Duties / Responsibilities

General Responsibilities

1. Together with the Senior Manager, to be responsible for the efficient and effective delivery of the Night Shelter.
2. To co-ordinate and ensure the smooth running of the Night Shelter. This includes ensuring incidents are handled appropriately and safely, prioritising work in the Night Shelter and planning staffing levels.
3. To monitor and report on relevant financial and performance targets.
4. To ensure that work with other agencies is co-ordinated and appropriate.
5. To ensure that BHT policies and procedures are adhered to.
6. In conjunction with the Senior Manager, ensure that the Night Shelter building is safe, maintained, in good repair, and functional.
7. To ensure that work undertaken under the Night Shelter funding agreement is completed, appropriately recorded, on-track and reported.
8. In conjunction with the Senior Manager, to be responsible for health and safety.
9. To attend relevant external forums and meetings.
10. To represent the service positively within the local community and to the general public.

Staff Management

11. In conjunction with the Senior Manager, to recruit and induct new staff.
12. To be responsible for staff induction, supervision and training.
13. In conjunction with BHT Training department develop a programme of training for staff and volunteers to include, First Aid, Overdose Aid, Health and Safety, Fire Safety, Professional Boundaries, Managing Violence and Aggression and Adult Safeguarding.
14. To attend regular team meetings.
15. To assist the Senior Manager in staff supervision and staff appraisals.
16. To promote and develop reflective practice within the service.
17. To assist the Senior Manager develop a volunteer programme.
18. To support interns on placement.

19. To support students on placement.

Administration and Monitoring

20. To ensure appropriate manual and computerised administrative systems are operating and used effectively.

21. To ensure effective means of monitoring outcomes and impacts.

22. To maintain and develop appropriate case recording systems.

23. To assist the Senior Manager to produce monitoring and evaluation reports, as necessary.

Financial

24. To ensure that the financial resources of the service are used efficiently.

25. To assist with budget preparation.

26. To ensure that expenditure is monitored and to be responsible for authorising expenditure within budget and in accordance with the BHT's financial procedures.

General

27. To develop a close network of communication, co-operation, joint projects and skills exchange with other voluntary and statutory services.

28. In conjunction with the Senior Manager and other staff, to ensure that BHT's Equal Opportunities policy is adhered to.

29. To undertake such other duties appropriate to the grade and character of the work as may reasonably be required.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.