



Night Shelter Co-ordinator

First Base

Person Specification

Ref: 971

Fixed Term Contract until 31 March 2019

This post requires that the post holder has the following skills and experience to fulfil the job description. **Please address yourself to the points marked * below** and explain clearly how your experience and knowledge meets each of these requirements.

Experience

- * 1 Experience of supervision of staff, volunteers or interns.
- * 2 Experience of working with people who have multiple and complex needs such as rough sleeping, addiction issues, physical or mental health difficulties, personality disorders, dual diagnosis, trauma or offending.
- * 3 Experience of dealing well with aggressive and violent behaviour.
- * 4 Experience of implementing new initiatives and / or embedding best practice.
- 5 Experience of budget management or control of operational expenses.
- 6 Experience of effective joint working with voluntary and statutory organisations.

Essential Skills/Ability/Knowledge

- 7 Ability to play a lead role in a team.
- 8 Ability to monitor and report on financial and performance targets.
- * 9 Ability to develop and manage efficient administrative systems.
- 10 Knowledge of risk management and health and safety.
- 11 Ability to implement appropriate policies and procedures.
- * 12 A commitment to meeting the needs of adults who are homeless.
- 13 Knowledge of psychologically informed practice and trauma informed care.
- * 14 Ability to plan work, work independently, and effectively manage competing demands.
- 15 Good IT skills and experience of using Microsoft Word and Excel.
- 16 Ability to collate data and present information in written reports.
- * 17 Able to work evenings during the week and at weekends as part of a rota.

Other Essential

- * 18 A commitment to the development and implementation of Equal Opportunity Policies.

Desirable Knowledge

- 19 A good knowledge of relevant legislation.