



## Job Description

## Housing Support Worker Young Asylum Seeker Team

### Positive Action in Recruitment

The new positive action legal provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the chair of the recruitment panel reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce; or that people with that characteristic suffer a disadvantage connected to that characteristic.

Manchester Settlement is currently underrepresented by staff who are:-

- Men
- Disabled
- Non White British
- LGBTQ+

<b>Pay</b>  <b>3 year scale range</b> <b>£26300 to £27475</b>  Essential Car User Allowance paid in addition. - £840 per year	<b>Line Manager:</b>  Registered Service Manager
<b>Hours:</b> 35 hours per week – office hours but to include one late evening per week to 8pm	<b>Period of contract:</b>  One year fixed term pending future funding
<b>Location:</b> Office based. Daily travel to premises in local area Occasional travel across Greater Manchester	<b>Main stakeholders:</b> Supported Housing Team Colleagues, young people residing in houses, social workers and similar professionals
<b>Other benefits:</b> Employee Assistance Scheme Discount Scheme 25+ days annual leave (+ bank holidays)	

### Purpose of the post:

To provide group and individual interventions to young people who are asylum seekers according to OFSTED Standards.



### **The main things you will be asked to do in this role:**

- To reflect the charity values and ways of working in all of your work
- To support young people (16+) to live in a safe and independent manner
- To work with creativity in both one to one and group settings with young adults who are unaccompanied asylum seekers
- To maintain accurate, outcome focused records in line with expected data security/GDPR guidelines.
- To support the delivery of activities, workshops, trips etc
- To encourage young people and community members in all aspects of their activities, education, employment health and wellbeing
- To assist in the management of a small portfolio of properties, carrying out property checks in line with licence agreements, reporting problems, liaising with contractors
- To work professionally with other agencies, such as social services, health providers, Job Centre Plus etc
- To work as part of a team, actively contributing to regular team meetings, undertake training as required, and participate in one to one supervision sessions.
- To gain and maintain a good working knowledge of relevant legislation and policies to ensure the continued support of service users.
- To ensure that vulnerable people are protected through knowledge of Adult and Child Safeguarding Procedures.
- To have access to a (car or similar) during the working day and be prepared to use it to undertake support work.
- To work flexibly in line with required shift patterns, including bank holidays and to work occasional evening or weekend shifts.
- To provide over night and weekend telephone on call cover subject to a rota
- Undertake any other duties which are deemed to be within the spirit of the post and charity aims

### **General asks of everyone that works as part of the Manchester Settlement Supported Housing Team**

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.



## Our charitable purpose, strategy and values

The Manchester Settlement Team is vital in achieving the charity's purpose:  
**CREATING STRONGER COMMUNITIES TOGETHER**

It is vital that all of our team understand, live and breathe our values in everything they do.





## Person Specification

## Housing Support Worker Young Asylum Seeker Team

### The ideal candidate for this role will be someone who...

- Someone with lived experience relevant to the lives of the young people we support
- Someone who is passionate about the rights and potential of young people
- Someone with experience supporting young people in a supported housing scheme.
- Someone who has qualifications to Level 3 in a related discipline
- Someone with outstanding organisational skills, able to manage multiple priorities and have excellent attention to detail.
- Someone with knowledge of health and safety / premises related standards.
- Someone with the ability to communicate in a language other than English as spoken by asylum seeking young people ( e.g. Arabic, Tigrinya or other.)

*The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):*

### Essential – These are things which are necessary for you to be considered for this role:

- Someone who has excellent skills and qualities working with vulnerable young people, who has an affinity and a compassion to asylum seeking people.
- Someone who clearly understands their responsibilities around safeguarding young people.
- Experience of implementing and delivering a robust administrative system to inform managers around performance and compliance.
- Able to use Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel) and using CRM and database systems at an advanced operational level.
- Able to organise and drive multiple tasks simultaneously.
- Able to work in a team office environment.
- Able to demonstrate communication skills, both written and verbally.
- Able to confidently challenge suppliers to obtain the best service/cost.
- Able to identify opportunities within the role to ensure we are an inclusive charity and live up to our commitment to tackle inequality and discrimination.
- Able to drive and use own vehicle to visit houses and other local destinations



- Able to use stairs within our houses.

**Personal qualities – These are things which we ask for from everybody who works as part of the Manchester Settlement team:**

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

## Working with Manchester Settlement

**As a member of the Manchester Settlement team you will also benefit from:**

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

**For more information on the work that we do please visit [www.manchestersettlement.org.uk](http://www.manchestersettlement.org.uk)**

