**Light Project Peterborough**

**Senior Project Worker**

Light Project Peterborough was started by a group of Christians who believe in showing their faith in action. We are in place to serve the city and those in need.

**Purpose of Post**

This post serves to deliver and oversee Light Project Peterborough projects.

Taking an active interest in the development of the charity and those around them the post holder will be a leader by example and have a passion for the ethos and values of Light Project Peterborough.

**Role reports to:** Light Project Peterborough Services Manager

**Based at:** The Garden House, Gravel Walk, Minster Precincts, Peterborough, PE1 1YU

**Hours:** Full time (37.5 hours)

**Main Duties and Responsibilities**

* Deliver designated projects and lead a team of staff and volunteers that offer support to people sleeping rough and those in need in Peterborough
* Ensure ‘guests’ and other service users are supported in a holistic manner to fulfil their potential and have effective mechanisms to help shape the services offered
* Diffuse difficult or dangerous situations, resolve conflict between service users effectively and sensitively and ensure all staff/volunteers are aware of safety procedures
* Ensure accurate and timely reporting of outcomes and outputs in service delivery are recorded via management information systems
* Liaise and develop relationships with church, public/private sector and other partners to ensure greater support for those in need
* Develop relationships to increase the charities fundraising income
* Carry out risk assessment, health and safety, fire safety checks and emergency call systems in line with policy and keep records as required
* Ensure policies and procedures in areas of responsibility are reviewed accordingly and implemented on a day to day basis by staff and volunteers
* Ensure effective training is in place to staff and volunteers to ensure Light Project Peterborough delivers the best help to those in need, within healthy working environments
* Keep all financial and administrations up to date and in line with policy
* Operate as part of the team to undertake an on call emergency system
* In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of Light Project Peterborough

**Person Specification**

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| --- | --- |
| Experience and knowledge of | Essential/Desirable |
| Leading and managing teams of staff and/or volunteers | E |
| Working within the voluntary/faith sector | E |
| Buildings management | D |
| Working with marginalised and vulnerable adults, and the issues they face | E |
| Including service users in shaping services | E |
| GDPR | E |
| Safeguarding | E |
| Qualifications |  |
| Leadership and or management training/qualifications | D |
| First aid certificate | D |
| Skills |  |
| Self-motivated, able to work alone as well as in a team | E |
| Ability to work to a high standard with an attention to detail | E |
| Excellent IT, verbal and written communication skills with service users, colleagues and other organisations | E |
| Good time management skills, including the ability to prioritise and plan work to meet deadlines | E |
| Be able to demonstrate initiative and creativity in finding solutions to complex issues | E |
| Ability to delegate in a supportive and effective manner | E |
| General  |  |
| Hold a clean driving licence with insurance for business use | D |
| Ability to work flexible hours including evenings, weekends and on call if required | E |
| Maintain and observe conditions of health and safety | E |
| Willingness to develop within the job and undergo relevant training | E |
| Respect and sympathy for people struggling with chaotic lifestyles and/or life-controlling addictions | E |
| Be committed to Equality and Diversity | E |
| Be positive, patient and adaptable under pressures | E |
| Recognition and respect of the Christian ethos of the charity | E |