

SBPO Prevention (Scotland)

Job title:	Senior Best Practice Officer – Prevention (Scotland)
Department:	Policy & External Affairs
Reporting to:	Best Practice Manager
Salary:	£40,100 per year
Hours:	35 per week
Location:	Based in Edinburgh Skylight (with travel across Scotland)
Contract type:	Fixed term contract for 2 years

Aim and influence

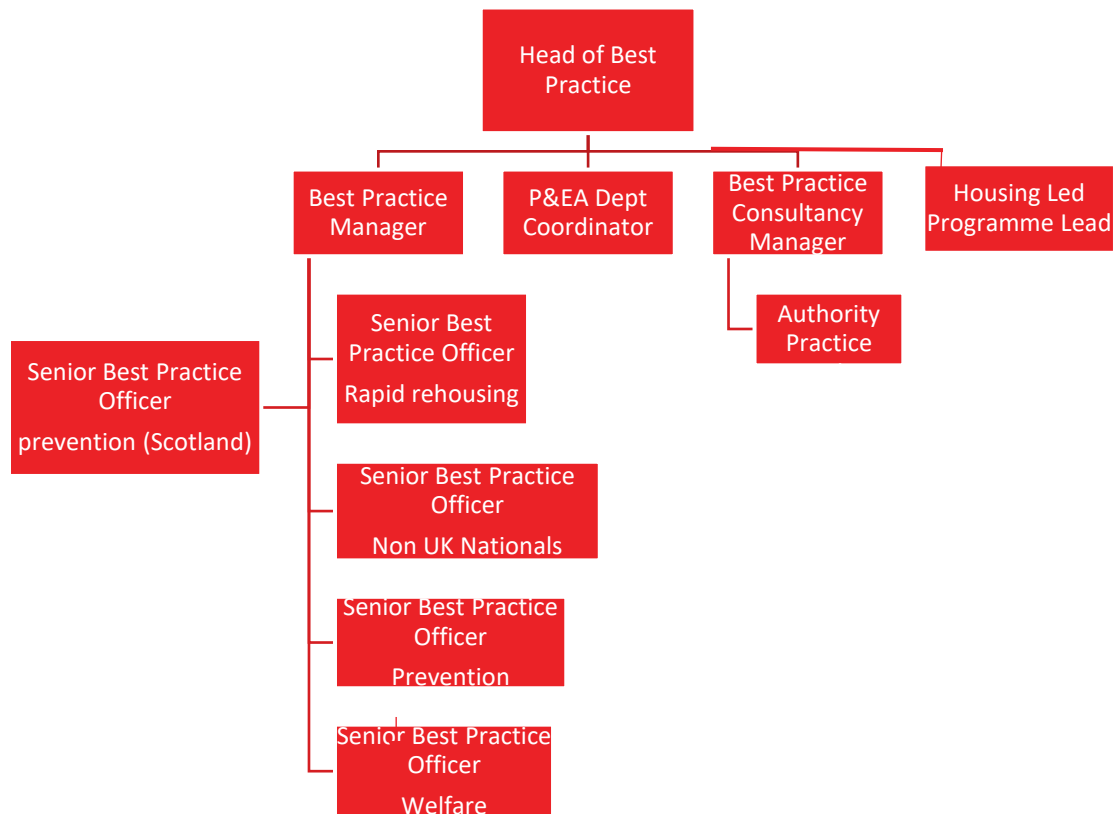
- The Homelessness Prevention Review Group (PRG), convened by Crisis and commissioned by the Scottish Government, considered the need and scope of new statutory prevention duties on local authorities and wider public bodies. This work is now being taken forward in the Scottish Government's Programme for Government 21/22, with a commitment to a new Homelessness Prevention Duty. Crisis will support this change by identifying what is already happening across sectors without specific legal prevention duties and where the gaps are in practice which need a stimulus for change through legislation.
- This post will work within our Best Practice team, and closely alongside Crisis' Scottish Policy & Campaigns team to identify, test and promote best practice in preventing homelessness across all public services in Scotland. We are also keen to show how services can be designed to embody the principles outlined by the PRG which aim to prevent anyone from becoming homeless.

Other key details

- Requiring extensive travel across Scotland (and Wales and England when necessary) sometimes requiring some overnight stays.
- Crisis' current homeworking policy requires at least one day per week based in a Crisis office, which for this post will be Edinburgh.

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Organisational chart



Please note structure is subject to change

Job responsibilities

- To develop relationships and networks across sectors of those who are working to prevent homelessness.
- To work alongside Crisis' policy team and relevant Scottish Government officials to support the change needed to implement a prevention duty
- To identify opportunities to support and test ways of working which inform the case for change and encourage public bodies to change their practice in advance of legislative change.
- To develop a methodology to source, examine and assess areas of practice across public services which help to prevent homelessness
- To identify and address gaps in evidence and proactively seek opportunities to meet them
- To develop a process for assessing this and a mechanism for reporting these to internal and external stakeholders, drawing out the main themes and factors for success.

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- To develop and promote relationships and networks who can act as champions for prevention work and extend Crisis' reach and influence across sectors and locations across Scotland.
- To work closely with a range of experts, particularly including professionals working outside housing/homelessness, people with lived experience of homelessness, government officials, policy and research stakeholders, and frontline workers.
- To work alongside the Scottish Government and Crisis' Scottish Policy and Communications team to help influence and develop the plan for a Homelessness Prevention duty in the Scottish Government's Programme for Government.
- To provide additional capacity for the Best Practice Consultancy Offer in relation to bespoke projects with local authorities in Scotland.
- To work alongside the Senior Best Practice Officer (Rapid Rehousing) also based in Edinburgh, to ensure coordination of the best practice work across Scotland
- To understand and provide a link between our policy positions on prevention in Scotland and our Skylight delivery, informing the wider Skylight offer across GB.

General responsibilities

- Actively encourage and support member (service user/client) involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety
- Carry out other reasonable duties that may be required

Person Specification

Essential

1. In-depth understanding of the causes and consequences of homelessness and the Scottish housing legislative framework.
2. Proven experience of developing external relationships and cross sector networks which influence change in policy and practice.
3. Experience of designing and delivering services for those who face multiple disadvantages
4. Excellent understanding of housing options and current prevention initiatives for people experiencing homelessness in Scotland.
5. Understanding of the range and scope of relevant public services and their potential impact in preventing homelessness
6. Ability to identify and analyse best practice in homeless prevention both within and outside statutory services, and to be able to influence key stakeholders to adopt best practice

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7. Strong understanding and evidence of influencing change at an operational and strategic level
8. Excellent communication skills, both written and oral
9. Proven experience of using and translating complex information and data to effectively present key messages for a variety of audiences.
10. Demonstrable experience of writing for internal and external audiences, including reports, briefings, blogs and articles etc.
11. Ability to prioritise workload to meet deadlines and work effectively in a busy environment.
12. Highly motivated to achieve change with the ability to work both proactively as part of a team and independently
13. Commitment to Crisis's purpose and values, including equality and social inclusion, and working together to end homelessness.

Desirable

1. Commitment to Crisis' purpose and values including equality and social inclusion

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team jobs@crisis.org.uk It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

Please note! If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

How quickly will I know if I have been shortlisted?

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Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

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Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team jobs@crisis.org.uk for support.