

# Job Description



<b>Job title:</b>	Coach - Structured Coaching
<b>Department:</b>	Crisis Skylight London
<b>Reporting to:</b>	Operations Manager (Structured Coaching Services)
<b>Salary:</b>	£38,552 per annum
<b>Hours:</b>	35 per week
<b>Location:</b>	Based in Crisis Skylight London
<b>Contract type:</b>	Fixed term contract until October 2022

## Aim and influence

- Deliver high quality coaching support that enables members to achieve their goals, including access to employment and housing, that will support them to leave homelessness for good
- Ensure the delivery of psychologically informed services that:
  - promote member engagement and maximise inclusion and safety;
  - support wellbeing and the development of resilience and interpersonal skills;
  - are person centred and help people recognise their strengths;
  - motivate people and encourage them to identify and work through the changes they need and want to make and supporting them to recognise their progress;
  - provide routes into appropriate learning and skills opportunities and ensure that members have access to the community-based specialist services and support they need
- Support the delivery of Member Involvement within the Structured Coaching Team.
- Lead Worker and provide effective case management in line with the Crisis Ways of Working with Members document.

## Financial and supervisory responsibility

- Guidance and support to colleagues and volunteers to contribute to the development of skills and experience in the team.
- Delegated responsibility for the processing of a variety of financial transactions.

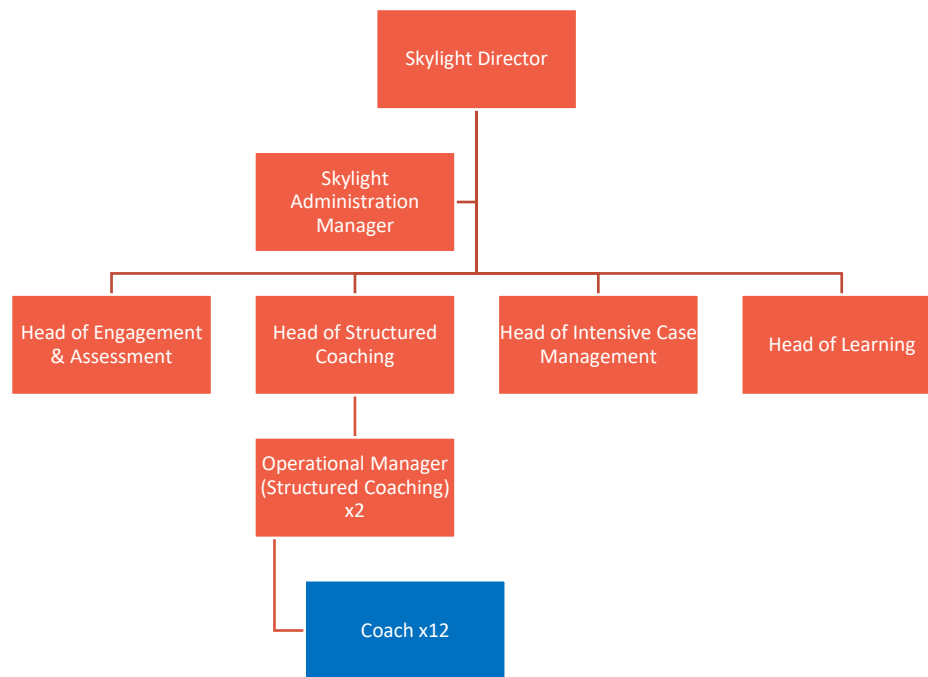
## Other key details

- 35 hours per week, some evening and weekend work will be required.
- Travel may be required across the UK for meetings

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- You will be required to work over the Christmas period, this may include BH for which TOIL may be claimed.
- The role involves working with vulnerable adults and young people and so a satisfactory enhanced disclosure from the Disclosure and Barring Service is required.

### Team Structure



*\*Please note structure is subject to change*

### Key accountabilities

- Be responsible for supporting a number of Crisis Skylight London members who are ready to engage with structured coaching to achieve the goals they need to end their homelessness
- Ensure that members receive other specialist services through community based and mainstream services they need to help them achieve their goals.
- Liaise with partner organisations as necessary, including meetings with other professionals concerning members, and ensure that safeguarding concerns are appropriately reported.
- Be responsible for the health and safety and safeguarding of members, staff and volunteers, in line with Crisis policies and as part of the London Skylight team.
- As part of the structured coaching service contribute to ensuring that member involvement is fully integrated into the work of the London Skylight.
- Ensure volunteering is a positive experience at Crisis Skylight London.

**Together  
we will end  
homelessness**

### Teamwork

- Support team members, including volunteers, in their work by sharing your knowledge and skills and working collaboratively and constructively together in the interests of members.
- Participate positively in team meetings and group work sharing ideas and respecting your colleagues' contributions to build and sustain an inclusive team.
- Be part of a transparent team environment that is open to learning from mistakes and welcomes learning through continuous improvement.
- Hold or develop an area of expertise (such as welfare benefits, landlord and tenancy law, employment support) to enhance the effectiveness of your multi-disciplinary team's ability to support members and engage effectively with partners.

### Monitoring and quality

- Adhere to monitoring, case recording, outcome reviews and quality and audit systems. Ensure that accurate data is captured on the Case Management System and that there is good and appropriately responsive communication.
- Awareness of quality standards, including the compliance and good governance of service provision.

### Relationships and influence

- Develop and sustain positive operational partnerships that help ensure members are able to access appropriate services in their communities.
- Build and maintain excellent relationships with colleagues in London Skylight and with other Crisis teams to ensure the delivery of a high-quality service as part of an integrated service offer that ends homelessness.
- Ensure members have access to opportunities for housing, employment, volunteering and training to end their homelessness.

### General responsibilities

- Actively encourage and support member involvement within Crisis, effectively co-ordinating and developing member's suggestions and feedback process.
- Comply with Crisis policies and procedures including Safeguarding and Health & Safety policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health & safety at Work Act.



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- Understand the importance of protecting individual's personal and sensitive data and comply with the organisations policies.
- Develop and maintain an understanding of Crisis' work and the needs and circumstances of homeless people.
- Carry out any other duties that may reasonably be required in the light of the main purpose of the job.

### Person Specification

#### Essential

1. Have worked within a relevant sector e.g. homelessness, mental health, drug and alcohol treatment, employment support, criminal justice.
2. A coaching qualification or a willingness to work towards one.
3. Ability to work on own initiative and seek support and advice where appropriate.
4. A commitment to team work and able to operate as part of a multi-disciplinary team.
5. Awareness of the barriers to engagement and participation experienced by homeless and marginalised people and an understanding of how these might be overcome.
6. Knowledge of health and safety issues and safeguarding procedures to ensure a safe environment is provided for members, staff, volunteers, supporters and visitors.
7. Able to effectively manage own workload, including a varied caseload, with excellent organisational skills and the ability to manage conflicting priorities, exercise judgment under pressure and balance competing demands.
8. Understanding of coaching approaches and the benefits to members
9. Sound networking and partnership skills to improve access to services for clients.
10. Understand the importance of protecting individual's personal and sensitive data when working with someone's information.
11. Excellent communication skills, spoken and written, including the ability to promote Crisis' services and deliver reports and proposals required by a wide variety of audiences.
12. Ability to work flexibly, including attending other Crisis locations for meetings, including some evenings and occasional overnight stays.
13. Willingness to work flexibly including evening weekends and over the Christmas period if required.
14. Proficient in the use Microsoft Office (including Word, Excel, & Outlook), databases and the internet.



15. Commitment to Crisis' purpose and values including equality and social inclusion and delivering services in a psychologically informed environment

*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](mailto: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?**

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.

**Where can I get help?**

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.

