

## **Join Our Team: Homelessness Prevention Coordinator**

Are you passionate about empowering young people and making a difference in your community? We're looking for a dedicated and proactive **Homelessness Prevention Coordinator** to support young people in need, offering guidance, support, and opportunities for a brighter future.

As a key part of our team, you'll work alongside young people to provide homelessness crisis support when needed. You'll get to meet and engage with volunteers, partners, and the wider community, helping to reduce youth homelessness through education, life skills training, and collaborative partnerships.

### **Key Responsibilities:**

- Conduct assessments to identify the housing needs of young people and facilitate placements.
- Provide crisis support and safeguarding interventions as necessary.
- Host recruitment, training, and ongoing support sessions for volunteer hosts.
- Maintain accurate data, manage digital records, and produce insightful reports on service delivery.
- Build strong relationships with housing partners, agencies, and stakeholders to raise awareness of available services.
- Deliver life skills training, including workshops and assemblies to educate young people on homelessness prevention.
- Collaborate with partners to create sustainable move-on housing options.
- Lead youth ambassador programmes, empowering young voices in our mission.
- Represent the organisation at events, networking forums, and educational engagements.
- Work closely with the team to continuously improve and expand homelessness prevention services.
- Ensure safeguarding is always prioritised by recognising, recording, and reporting concerns effectively.

### **Skills & Experience You Bring:**

- **IT Literacy:** Comfortable using databases and digital tools to maintain accurate records.
- **Communication Skills:** Able to engage and build rapport with a diverse range of audiences.

- **Entrepreneurial Mindset:** Creative and solution-focused, you'll identify new opportunities to improve services.
- **Youth Work Experience:** Previous experience in supporting young people is desirable.

#### **Knowledge You Should Have:**

- A solid understanding of the causes and prevention strategies surrounding youth homelessness.
- Familiarity with the Local Authority Homelessness Acts and relevant housing legislation.
- Knowledge of housing options and support services available for young people.
- Awareness of welfare benefits, safeguarding practices, and legal responsibilities.

#### **Our Nightstop Values**

Our Values are what drive and guide us every single day. They are in every decision we make, every interaction we have, they are how we act each and every day and we are passionate about them.

In fact, our values are so important, we're talking about them more here than the actual job itself! We know how important it is to get the right person to join our team so if our following values (and what they look like) strongly resonate with you, and you think you would be a great person to do this role, we'd love to hear from you.

**Human: *Anybody is welcome and everybody matters.***

*What does this look like?*

- We are friendly and inclusive.
- We make people feel welcome by offering support and comfort.
- We are non-confrontational.
- We listen actively and non-judgmentally.
- We show acts of kindness.
- We are empathetic.
- We are fair.
- We keep our sense of humour.
- We don't lose sight of our wellbeing.

**Safe Pair of Hands: *You can rely on us to deliver excellence.***

*What does this look like?*

- We do what we say.
- We keep policies regularly updated.
- We attend regular training.
- We follow our procedures.
- We maintain our professional standards.
- We deliver excellence to our Young People, stakeholders, hosts and volunteers, community and each other.
- We are driven and informed by our Young People.
- We learn from each other.

**We Are One: *We are safe together on this journey building trusted relationships.***

*What does this look like?*

- We build trusted relationships with our Young People, stakeholders, hosts and volunteers, community and each other.
- We maintain confidentiality.
- We keep safeguarding in mind with everything we do.
- We are transparent in everything we do.
- We support each other as a team.
- We are honest.
- We maintain our focus on our Young People.
- We work in the most appropriate way with the most appropriate people to achieve the desired results.

**Agility: *We never stand still and are forever growing.***

*What does this look like?*

- We respond quickly to the needs of new issues with appropriate action.
- We seek new opportunities.

- We are creative and versatile in working for our Young People.
- We adapt to embrace change.
- We have the confidence to try.
- We are future focused.
- We have the confidence to take the lead in driving innovation.

**Never give up: *We always find a way.***

*What does this look like?*

- We are relentless.
- We focus on doing the right thing by our Young People.
- We are dependable.
- We have a can-do approach.
- We question why.
- We are solution focused.

**What happens next?**

If you're ready to help shape a better future and play a pivotal role in preventing youth homelessness, get in touch with your CV and covering letter telling us about you, why you are a great fit for the role and how you meet the job specification, by sending it to Judith Ford at [jford@wfnightstop.org](mailto:jford@wfnightstop.org)

If we think there's a great fit too, we'll invite you in for an interview.

In advance of your interview, we will ask you to complete an online questionnaire, we'll send you the interview questions so you have time to put your best foot forward, and we will ask you to prepare something to bring with you on the day (but we will let you know the details of this when we invite you).

Application deadline: Friday 11th April at 5pm

Interviews will be held on Monday 28<sup>th</sup> April

If you have any questions about this role or the application process, please contact Judith Ford at [jford@wfnightstop.org](mailto:jford@wfnightstop.org)