



JOB DESCRIPTION

TITLE:	Basildon Emergency Night Shelter (BENS) Project Coordinator/Assistant
EMPLOYER:	Basildon Billericay & Wickford Council for Voluntary Service (BBWCVS)
LOCATION:	Hosted at the George Hurd Centre, Audley Way, Basildon
HOURS:	4-15 hrs/wk variable including evening and weekends.
SALARY:	£10.00
LINE MANAGEMENT:	Day to day line management will be undertaken by the Chair of the BENS Working Group

MAIN DUTIES AND RESPONSIBILITIES

- To assist with the effective operational delivery of the Basildon Emergency Night Shelter (BENS) project

Service Delivery

- Take sleeping bags to launderette for service wash, collect and return to venues.
- Buy replacement sleeping bags if necessary.
- Collect/or arrange for venue paperwork including receipts to be collected on a daily basis following night shifts (probably 08:30) and deliver to BENS Project Coordinator.
- Put list of volunteers who have tickets in each church file.
- Update information about banned guests in files as and when necessary.
- Report any urgent information back to coordinator.
- Check supplies and replenish when needed. Keep supplies at home/in his/her car so that they can be placed at venues when needed. Inform coordinator when supplies are getting low.
- Help to sort and transfer of equipment as and when necessary.
- Provide emergency cover at any venue at any time in the event of a volunteer shortfall or emergency.
- Availability 20:00-08:30 for shift cover, other duties during the day.
- Minimum 4 hours per week, maximum 15 hours per week.

Partnership Working

- Maintain strong relationships with venues and Team Leaders

Other

- To attend internal project meetings as required including supervision meetings.
- To comply with BBWCVS' equal opportunities policy, health and safety, GDPR and safeguarding requirements
- To carry out other reasonable tasks consistent with the grading and level of the Post

Developed: October 2018

Reviewed and agreed by BENS Chair on behalf of Basildon Homeless Working Group

Person Specification

	Essential	Desirable	Shown by
Experience of	<ul style="list-style-type: none"> ▪ Experience of working in partnership with other organisations to deliver a project/service ▪ Experience of work in a customer service environment 	<ul style="list-style-type: none"> ▪ Experience and understanding of working with homeless people and vulnerable adults 	Application form and interview
Skills	<ul style="list-style-type: none"> ▪ Excellent time management and organisational skills including the ability to prioritise effectively 		Application form and interview
Ability	<ul style="list-style-type: none"> ▪ Ability to be punctual and reliable ▪ Ability to take initiative and work unsupervised 		Application form and interview
Knowledge and Understanding	<ul style="list-style-type: none"> ▪ Understanding of Data Protection and ability to handle sensitive personal information ▪ Under knowledge of good practice regarding safeguarding requirements in relation to vulnerable adults 		Application form and interview
Attitude and Personal Attributes	<ul style="list-style-type: none"> • Understanding and compassion for those without home, hope and help • Understanding of the needs of marginalised people 		Application form and interview

