

## **Basildon Emergency Night Shelter (BENS) Project Coordinator Briefing Note**

### Introduction

We are recruiting for the position of the BENS project coordinator. The aim of the post will be to set up and ensure the smooth running of the Basildon Emergency Night Shelter provision in Basildon. This is operational from November 2019 until 31 March 2020.

The Shelter Coordinator will report to the Chair of the Homelessness Working Group. The post will be hosted at Basildon CVS, who will act as the employer.

As this is the projects fourth year, you will not be required to set the service up from scratch. Instead you will inherit established venues with a history of delivery, a collection of procedural documents based on good practice, and a supportive project steering group. You will therefore be building upon the success of previous years.

Last year the scheme provided support to nearly 100 guests. This provision was supported by a team of 170 volunteers who provided support during the night sessions.

In addition to the team of volunteers you will be supported by a team of night time volunteer coordinators and two night time workers whose role is to stay awake during the night. We are also recruiting a part time administrative worker who you will line manage.

### The service

This winter we will be working with seven venues to provide shelter provision. They are:

- The United Reform Church
- The Trinity Methodist Church
- Swan Mead Christian Fellowship
- The Salvation Army
- Kingswood Baptist Church
- St Pauls Methodist Church
- St Therese of Lisieux Catholic Church

### Coordinator Role

The key role of the coordinator will be to organise and coordinate the operational delivery of the shelters. We expect you to be present and visible at all shelters for every night during the first week and regularly thereafter according to venue needs.

In delivering this the provision, you will need to continue to build upon on our strong relationships with churches, volunteers, as well as our key partners such as Basildon Council, referral agencies, the probation service and housing justice.

This will include maintaining links with the venues. This may be done in a number of ways but we expect it to include arranging meetings with the coordinators of the participating shelter venues and ensuring that guidelines, policies and procedures are in place and understood by each coordinator.

The Night Shelter Coordinator will have a direct interface with the coordinators of the individual centres. The volunteers at each centre are the direct responsibility of each centre coordinator.

### Other roles

To operate effectively the shelters will require a team of volunteers, team leaders. The coordinator will be responsible for organising volunteer training during the shelter opening as well as undertaking any necessary inductions. In representing the shelter project you will be required to engender enthusiasm and commitment from venues and volunteers.

### The Housing Justice Night Shelter Quality Mark (HJQM)

The project is in receipt of the Housing Justice Quality Mark which is a recognisable system demonstrating best practice. The Coordinator will also be tasked with ensuring that the quality mark standards are applied and maintained.

### Candidate Briefing Note

**This work is funded by the Basildon Council, as well as from charitable donations. Our thanks and appreciation for their ongoing support.**