

Empowerment & Admin Worker - Bristol Churches Shelter

Person Centred – Encourager – Relational - Administrative - Positive

Do some of the words above describe you? Could you contribute towards Bristol Churches Shelter's provision of emergency accommodation for those who would otherwise sleep rough, in a car or in a tent over the winter in Bristol? If so, we'd love to hear from you.

Over the next winter the shelter is planned to be open between November and March. Planning starts in earnest in September 24. The shelter provides 9 en-suite rooms with main meals provided by volunteers from across Bristol churches. Guests are empowered to move-on into sustainable accommodation.

This role is about providing hands-on support to running the shelter over the winter. You will be supporting and empowering guests to sustain work, access work, seek meaningful activities, seek viable move-on options and build self-confidence and self-esteem. It will also involve working closely with the planning team led by the coordinators, and with volunteers. To be successful in this role you will be well organised, approachable and empathetic, have good personal boundaries and have a heart to serve. You will be line managed by the **Senior Coordinator**.



We are seeking an **Empowerment & Admin Worker** to join the small staff team. The role will start in **mid-September**.

Delivering the Bristol Churches Shelter (BCS) is a highly rewarding experience. Over winter 23/24, 26 guests were supported, 23 of whom moved on into stable accommodation, 6 of them had employment and 4 have remained in contact through the 'stay in touch' scheme.

"I was suffering from severe anxiety and fear in the street. I felt empowered, relieved, and hopeful being here."

Guest

"All the guests I spoke to said they appreciated the security and space the night shelter gave them."

Volunteer

Further information about this role and the Job Description are available via our website: www.inhope.uk/get-involved/work-with-us. To discuss this role, or find out more, please contact Jane Jones, BCS Senior Coordinator at jane.jones@inhope.uk.

There is an Occupational Requirement for this role to be filled by a practicing Christian. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at www.inhope.uk.

- This role is offered on a Casual Contract basis.
- Start date – September 24.
- The hourly pay rate will be £12.82 (this equates to a Full Time Equivalent salary of £25,000).
- 15 hours per week will be expected throughout October to March. Fewer hours will be offered in the months either side of October and March.
- Holiday pay will be added through payroll and based on the actual hours worked.
- Workplace pension with matched contribution of up to 5%.
- Access to inHope's Employee Assistance Programme and online training platform.
- This role requires flexible and hybrid working and being on-call on a rota basis. Work patterns will be discussed at the interview stage.

Continued.

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"There is such a welcoming atmosphere, and guests clearly value the support they receive." BCS Volunteer

Applicants:

We welcome applications from all communities and backgrounds. We particularly encourage applications from those with lived experience of homelessness.

About inHope:

inHope is an established Christian charity with a broad support base that has been working in Bristol since the mid-80's. We are dedicated to helping those with life disrupting problems, such as food poverty, homelessness and addiction, to reach their God given potential free from injustice and insecurity.

Application Process:

You can apply by either:

- A. Downloading and completing the [application form from our website](#), **or**
- B. Submit your CV with a covering letter which addresses the following:
 - i. A professional statement saying how you meet the requirements of the role as given in the Job Description and giving examples of how your knowledge, experience and skills demonstrate your suitability for this role (no more than 750 words); and
 - ii. A personal statement saying how your Christian faith has developed over time, and how you see your faith being worked out in practice through the role applied for (no more than 500 words).

Your application form or CV and covering letter, must be sent to: HR@inhope.uk by 12 noon Thursday 25th July.

If you would like support with completing your application please contact our HR team using the e-mail above or by calling 0117 330 1230 (please select general enquiries).

Screening conversations / interviews may be held for shortlisting purposes, where deemed helpful.

Applications may be considered and interviews held prior to the closing date. We will update the advert on our website should an appointment be made prior to the closing date.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.