

Supported Housing Officer

We are excited to be recruiting into our Dispersed Housing team. We have an opportunity in our highly skilled team for a new colleague to join us in making a difference for young people moving on from homelessness. Our passionate and hardworking team does this through supporting young people to achieve their goals and aspirations and you could be a part of this amazing effort.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Thursday 26 October 2023.

We are particularly keen to increase applications from Black/Black British, Muslim, and male candidates as they are currently under-represented in our organisation. We would also like applications from people with relevant lived experience. If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

Who are we?

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

What you will be doing:

- By developing individual support plans that promote independent living skills including accommodation, EET and wellbeing, you will help young people achieve independence.
- Using your knowledge and creativity, you will help young people maximise their income and manage any their rent accounts, including addressing any arrears, ensuring optimum income is achieved.
- Using your problem-solving skills, you will explore proactively move-on options with young people as you support them toward independent living.
- By being well organised, efficient, and effective you will undertake a host of housing management tasks including preparing properties for letting, and health and safety checks to ensure the safety of young people, colleagues, and properties.

You will be in the Dispersed Housing Team and your line manager will be our Housing Support Manager.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based and job profiles are developed on the 'how' of a job.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

Contract details:

- **Hours per week:** 37.5 (this represents 1.0 FTE)
- **Contract type:** Permanent
- **Pay:** £ 27,852- £29,439 per annum (with likely increase of at least £1,900 pending NJC pay agreement)

- **The location:** You will be based in Kingsley Hall, close to Bristol's main train and bus stations as well as the vibrant city centre. There is also flexibility and support to manage some working from home.

A few benefits at 1625ip:

- *Our work is rooted in providing support in a Psychologically Informed environment framework known as 'PIE'.*
- *A generous annual leave entitlement of 30 days per annum plus all Bank Holidays.*
- *Employee Health Cash Plan with UK Healthcare (up to level 2).*
- *A supportive and approachable team with an emphasis on colleague wellbeing.*
- *A culture of mutual openness, shared values, understanding, friendliness, supportiveness, and cooperation. (From Colleague Wellbeing Survey 2021).*

Important dates:

- Application deadline closes: **23:59, Thursday 26 October 2023.**
- If you have not heard from us by the end of the day on **Tuesday 31 October 2023**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Monday 06 November 2023.**

Application information:

- To access the Job Pack and submit an application, please visit the vacancy page on our website:
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=3a9476c8-9cab-4063-85de-457343b485a0>
- You will be asked to answer 5 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.

Contact us:

- To have an informal chat about the role, please contact ben.archibald@1625ip.co.uk.
- If you have any queries, please email jobs@1625ip.co.uk
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

Equal opportunities for everyone:

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications. As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.