Canopy Housing

**Job Description**

**Project Worker**

Canopy is a self-help, community-housing organisation based in inner city Leeds. We renovate derelict houses to create decent homes for people who are homeless. We involve local people, volunteers, tenants and others in every aspect of our work. Canopy transforms communities as homeless people and local volunteers renovate empty homes.

**Responsible to**: Project Manager

**Hours:** 37.5 hours per week (flexible working requests will be considered)

**An essential part of the project is the self-help and voluntary activity of creating a home. The job will entail practical work alongside volunteers, tenants and other workers. The post holder will have to show initiative, be willing to learn new skills, and enjoy mucking in.**

The time allocation for your involvement in practical activity will be dependent upon agreement with your line manager and will be dependent upon the priorities and progress of other work responsibilities.

**Summary**

Deliver volunteering opportunities for disadvantaged and vulnerable people. Provide them with support and assistance so they can fulfil their potential, participate in house renovations, and move onto employment and further training whenever appropriate.

## Main areas of Responsibility

* Volunteer recruitment
* Volunteer support work
* Assist in all aspects of the volunteer programme as required

**Specific Responsibilities**

* Manage the volunteer waiting list
* Volunteer timetabling, cancellations and alterations
* Take referrals & complete risk assessments
* Liaise with key workers and referral agencies
* Complete DBS forms where necessary
* Carry out initial induction meetings and assess support needs, barriers and disadvantages.
* Participate in volunteer health and safety training
* Do 1-2-1 support and feedback meetings
* Manage and input information on volunteers
* Provide career focussed support work for people at a disadvantage, adapting services and communication to meet the needs of people with learning disabilities, mental health difficulties, a language barrier and behavioural difficulties.
* Research employment and training opportunities
* Maintain records of support work
* Assist with planning and delivery of day trips and away days
* Assist with the completion of log books, and training records
* Write references for volunteers
* Other tasks relating to the delivery of the volunteer programme

**Responsibilities of all staff**

* Attend regular supervisions and annual appraisals with line manager
* Attend weekly team meetings, take minutes
* To attend Management Committee meetings as required
* Contribute to identifying your own training needs and attend relevant training and events
* Accurately administer and file records, develop and maintain systems of record keeping, for example databases and paper records.
* answering the telephone and door
* Assist with security, IT, storage and housekeeping at Canopy offices
* To comply with Canopy policies and working practices
* Be concerned for the Safety and Health of all people in contact with Canopy
* To take responsibility for identifying hazards, reporting them and doing something about them
* To help out in every area of the organisation’s work as required
* Any other tasks as required by your line manager, the Director or Management Committee