



Antifreeze Primary Keyworker

Salary: £19,412.64 per annum

Hours of Work: 37.5 hours per week (including one evening outreach shift per week or fortnightly as required)

Holiday Entitlement: 5 weeks per annum pro-rata

Location: You will normally be required to work from Antifreeze, 37 Portland Road, Hove, BN3 5DQ but sometimes you will need to work at other locations in order to meet the needs of the organisation. You would need to remain flexible and at times visit other agencies and accompany clients to appointments.

Job Title: Antifreeze Primary Keyworker

Reporting Relationship: To Antifreeze Manager

Job Summary: To work as part of the Antifreeze team identifying and providing individually tailored, life-saving support for the homeless. To be our primary keyworker, delivering one to one support as your main role. You would also need to be able and comfortable to pray for our clients and play a part in leading our weekly Bible Discussions and Worship Services.

Main Duties

- Offer practical, emotional and Christian support to service users
- Listen to service users with individual needs and then assess those needs
- Co-ordinate clients 'move-on' plans
- Assist service users with benefit claims and related enquiries
- Provide housing and welfare advice
- Refer clients to agencies and to network with agencies to find the best possible solutions
- Lead a regular evening outreach session on the streets of Brighton and Hove to provide food, drink, clothing and prayer
- Work with the team to ensure the opening and smooth running of the drop-in centre
- To, in due course, train staff and volunteers to deliver keywork
- Oversee the Antifreeze work on the 'B: think' database (B: think is a shared database used by Antifreeze and similar agencies where data regarding clients is recorded so that we can work together more efficiently to help clients)
- Assist with managing donations and helping with storeroom supplies

Other Duties

- Promote the independence and self-worth of the service users
- Encourage service users to access training or employment
- Encourage service users with health and hygiene
- Take part and assist with the running of the weekly Monday Bible Discussion, the Friday Worship Service and similar initiatives
- Where appropriate, to make the most of any informal opportunities to share about your faith, the Bible and to pray in meetings and with clients

The above is not an exhaustive list of duties. You will be expected to perform different tasks as needed by your role within the organisation and its overall business objectives.

Person Specification

Essential

- Formally agree with the Christian statement of faith that's been adopted by Off The Fence
- Have good people skills (particularly one to one skills)
- Have good computer and administration skills
- Have strong written and communication skills
- Be able to work in a team and independently
- Be able to show the love of God
- Have a strong sense of calling to make a difference for the homeless of Brighton and Hove
- Be able to network with local agencies/services

Desirable qualities

- Previous experience and knowledge of working with homeless or housed clients
- Good knowledge of housing and welfare advice
- The ability to teach, lead worship or lead Bible discussions/studies

Subject to Review

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.

Signed Line Manager:

Date:

Signed Post Holder:

Date: