



FirmFoundation
Brigade House
Brigade Close
South Harrow
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**FirmFoundation
Winter Night Shelter 2018
12 Weeks from 1st of January – 25th of March**

Waking Night Staff Job Description

The successful applicant for this role within a Church based night shelter will be reliable and demonstrate good leadership skills when interacting with guests.

The applicant should display confident interpersonal skills and the ability to manage difficult situations. You will be expected to know and implement the shelter policies and procedures and work as part of a wider team.

We have four vacancies available, two for men and two for women. The men will supervise the men's Winter Night Shelter which will have up to 12 beds, and the women will supervise the women's Night Shelter which will have up to 10 beds.

Objective:

To provide overnight supervision for guests at FirmFoundation's Harrow Winter Night Shelter. You will be supported by a volunteer who will sleep at the Shelter each night.

Responsible to:

Night Shelter Co-ordinator, who will also provide supervision.

Salary/Hours:

The salary is £9.75 per hour.

Each shift is 11 hours work from 9pm to 8am.

You will be expected to work between two to five shifts a week.

Requirement:

The charity will apply for a DBS check which needs to return clear.



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Duties:

1. To arrive at the shelter by 9pm to meet with the Team Leader to discuss any issues that have arisen during the evening. You are welcome to come earlier and have the evening meal if you prefer.
2. Assume full responsibility for the shelter from 9pm to 8am.
3. Stay awake throughout the night and resolve any issues that may arise.
4. Make up a pack lunch for each guest.
5. To overseeing the distribution in the evening and the packing away of all the beds and equipment.
6. Provide clear and accurate records of the night.
7. Make sure the venue is left in good order and organised inside and outside as agreed.
8. Maintain a safe and secure environment for staff, guests and volunteers.
9. Be aware of guest's needs and wellbeing.
10. Ability to deal with possible difficult/challenging situations.
11. Undertake any other relevant duties as required.

General requirements:

To uphold the Christian values and ethos of the Charity.

To ensure the equal opportunities policy is implemented in all aspects of the work.