



RELIEF
WORKER

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JOB DESCRIPTION

Job Title	Relief Worker	Reference	SW-REL-04.23
Salary	£10.50 - £11.55 per hour (depending on shift and site)	Location	Sheffield & Rotherham
Hours	0 hours contract	Team & Line Manager	Multiple

ROLE PURPOSE

Roundabout are recruiting Relief Workers to support our work across our residential services in Sheffield and Rotherham.

As a relief worker at Roundabout, you can pick up shifts in a flexible way to suit your existing commitments and gain invaluable experience working in different residential settings. An extensive range of shifts are available including days, evenings, weekends, and waking nights. These may be planned in advance, but may also be offered at short notice.

This is a learning and development opportunity to gain skills and experience within the sector. You will be required to complete essential training associated within this role. You will also be required to pass all DBS checks before you can start your first shift.

LOCATIONS

We have residential services in Sheffield and Rotherham where relief staff may be asked to work. These are:

GROUP LIVING

At Group Living, staff support residents to develop their independent living skills and look at how young people can be supported to move on for their future.

There are five group living projects (four in Sheffield and one in Rotherham), each one housing up to seven young people typically aged 16-18 who are Looked After or Care Leavers.

Shifts may involve key work sessions, activities, appointment support, admin, liaising with external agencies and different professionals and some housekeeping on a night shift. Some lone-working may be required.

Shift Times: Weekdays 1pm – 9.15pm, 9pm – 9.15am (waking nights)

Weekends 8am – 8.15pm, 8.15pm – 8am (waking nights)

HOSTEL

The hostel in Sheffield provides safe accommodation for 27 homeless young people, aged 16 to 21 on an emergency and medium-stay basis. The length of stay at the hostel is dependent on the needs of the individual, but can be up to 12 months.

Our key workers deliver life-skills sessions to provide young people with the skills and knowledge necessary to maintain their own tenancy and meet specific goals outlined in their goals and future plans.

Relief workers will support project workers in hostel daily tasks involving housekeeping, supporting residents to appointments and key work sessions. No lone-working takes place at this project.

Shift Times: Weekdays 8am – 5pm, 2.30pm – 10.30pm, 10pm – 8.30am, 10.30pm – 8am (waking nights)

Weekends 8am – 8pm, 8pm – 8am (waking nights)

ROTHERHAM

Our service in Rotherham provides support and accommodation for young people aged 16 -25 who are experiencing homelessness. Young people are placed in an emergency 4-bed house and dispersed properties around the Rotherham region. We offer a pathway to young people to help them gain independent living skills and to be supported to achieve their goals and aspirations. Some lone-working may be required.

Shift Times: Weekdays 8am- 4pm, 1pm -9pm, 8.30pm- 8.30am (waking nights)
Weekends 8am – 8pm, 8pm – 8am (waking nights)

OTHER DUTIES

- Demonstrate an understanding of the needs of young people
- Such other duties as may be required by the CEO and Fundraising and Communication team for the benefit of any Roundabout stakeholders
- Act in the best interests of Roundabout at all times
- Maintain professional internal and external relationships that meet the charity's values
- Participate in training and undertake appropriate learning and development, as identified through appraisal and regular reviews with line manager
- Report any safeguarding issues

SAFEGUARDING RESPONSIBILITIES

- Maintain up to date knowledge and skills in safeguarding
- Safeguarding incidents; medication errors; other incidents and accidents errors are appropriately responded to and reported
- Accurately record personal data and maintain integrity of those records in line with data protection
- Follow safe and effective processes and procedures for the involvement of autistic young people

PERSON SPECIFICATION

Specific Knowledge, Experience and Skills

Understanding of the needs of vulnerable people

Strong communication skills and the ability to build rapport with people from all backgrounds

Knowledge around Safeguarding

Willingness to attend training courses to expand knowledge within the role

Experience lone working or willingness to do so

Personal Attributes

Ability to keep calm and manage difficult or challenging situations

Commitment to work flexible hours including evenings and weekends, including at short notice

Ability to follow instructions and work independently including recording information

Seek support when needed

HOW TO APPLY

To apply for this role, please download an application form on Roundabout's website

If you would like any more information about this role, please contact:

Rose Doherty

Head of Accommodation Services

rose.doherty@roundaboutltd.org



EQUAL OPPORTUNITIES MONITORING

Roundabout is an equal opportunity employer. We are fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender identity, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Roundabout is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.



SAFE RECRUITMENT

Roundabout is committed to safeguarding and promoting the safety and well-being of young people in its services. Roundabout complies with the statutory legislative requirements and guidance that seeks to protect children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Role descriptions and person specifications make reference to safeguarding and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

At the application stage, all applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for shortlisted candidates.

References should be from the two most recent employers.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.