



roundabout
YOUR LOCAL YOUTH HOUSING CHARITY

HOSTEL NIGHT WORKER

Role Description

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JOB DESCRIPTION

Job Title	Hostel Night Worker	Reference	HNW 05.24
Salary	£26,434	Location	Sheffield
Hours	37.5 hours per week	Team & Line Manager	Hostel, Lisa Walters

ROLE PURPOSE

The Roundabout Hostel is based near London Road in Sheffield, and provides safe accommodation for up to 27 young people who have experienced homelessness. Our team works closely with each individual in the hostel, helping them to gain in confidence and develop the skills they need to live independently.

The hostel is staffed 24/7, providing essential wraparound care for young people at a time when they need us most. Night Workers play a key part in our team, communicating with our young people and helping to keep them safe overnight and being available for any support needs they may have.

We have 4 Night Workers in total and 2 people are always on shift - there is no lone-working in this role. The shifts are waking nights and are on a 6 week rota basis (usually 3 days on and 3 days off). Shift times are: weekdays (10pm -8am/10.30pm- 8.30am) and weekends (8pm–8.30am). There will be a handover period at the start and end of each shift and in a typical shift includes: undertaking health and safety check; reporting any incidents that may occur; addressing and recording safe guarding concerns and ultimately supporting young people on their journey towards independence.

KEY ACCOUNTABILITIES

- To engage positively with all young people, seeking to support and understand their backgrounds and behaviours
- To work as part of a team
- Ensure safeguarding procedures are followed at all times
- To build meaningful relationships and providing assertive and positive support to all young people
- Maintain health and safety records and perform health and safety checks in line with organisational procedures
- To put the needs of young people at the centre of your work, to gain the best outcome for them.

OTHER DUTIES

- Housekeeping tasks which may involve cleaning and equipping vacant rooms, helping to prepare the room for future residents
- Manage any out of hours referrals
- Liaise with external agencies and services
- 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



WORK PERKS

	25-30 Day Annual Leave Allowance		Cycle to Work Scheme
	Generous Westfield Health Package		Team and Organisational Away Days
	Regular Supervisions		Frequent Social Events
	Internal and External Training and Development Opportunities		Roundabout will match up to 5% of your pension contribution
	Flexible Sickness Policy		Voluntary Opportunities



PERSON SPECIFICATION

Specific Knowledge, Experience and Skills

Transferable skills and/or experience of working with a vulnerable client group who present with multiple needs

Ability to work as a team member

Experience of working in a demanding environment

Ability to communicate effectively with a range of people

Experience of issues faced by young people

Personal Attributes

Ability to be emotionally resilient

To demonstrate a calm approach when handling difficult situations

Be flexible and can adapt to change

Be approachable and responsive to requests

Can reflect and take ownership

HOW TO APPLY

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

Stage	Date
Closing date for applications:	Monday 20th May 2024
Successful candidates informed of outcome of application:	Friday 24th May 2024
Proposed Interview:	Thursday 6th June 2024

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

Lisa Walters

lisa.walters@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.



roundabout
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Charity Number: 1061313

Please send your completed
application to :

recruitment@roundaboutltd.org



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