



roundabout
YOUR LOCAL YOUTH HOUSING CHARITY

ROTHERHAM NIGHT WORKER

Role Description

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JOB DESCRIPTION

| | | | |
|------------------|---------------------------|------------------------------------|--------------------------|
| Job Title | Rotherham Night Worker | Reference | R-NW-06.24 |
| Salary | £27,140 per annum | Location | Rotherham |
| Hours | 42 hours per week | Team & Line Manager | Rotherham Scott Clark |

ROLE PURPOSE

This is the launch of a brand-new service in Rotherham. This is your chance to join a new team and really make a difference from the start!

The residential Night Worker role is designed for someone who is passionate about working with young people with complex needs who often can't access mainstream housing and homeless services.

You will work as part of a team to provide support to young people aged 16-25 years in supported accommodation service.

You will offer personalised, creative, innovative and effective support to build trust with young people and help to build young people's confidence, resilience, personal worth, motivation, and emotional well-being.

You will promote a creative and flexible way of working to ensure the service is accessible to highly complex young people who may be at risk of homelessness by offering advice and guidance to leading an active and healthy lifestyle choice.

You will support young people through the night as required, ensuring the health and safety of young people and the building is paramount, including housekeeping relating to general cleaning tasks and preparing for a new young person to move in.

You will be based in a 24/7 support service working on a rota basis - this includes evenings and weekends as required. The role will require some bank holiday work too.

KEY ACCOUNTABILITIES

- Provide an excellent, courteous and professional service to our young people at all times
- Be the initial point of contact during any night worker shifts
- Respond appropriately to enquiries and concerns received from our young people, neighbours and the emergency services
- Ensure the safety and security of the service and the wellbeing of our young people, carrying out Health and Safety related activities in accordance with procedures
- Conduct regular and effective property/locality management patrols as required
- To be responsible for your own health and safety, and that of anybody else who may be affected by your acts or omissions
- Provide a welcoming and professional presence to our young people and visitors while maintaining excellent customer service at all times
- Follow local fire alarm, safety and evacuation procedures
- Report any maintenance and health & safety concerns to the appropriate person
- Report any maintenance and health & safety concerns to the appropriate person
- Report repairs as per Roundabout procedures and arrange for out of hours emergency repairs as required. Deal with minor maintenance issues, flooding and spillages if required during your shift
- To record accurately and comprehensively, any contact with our young people, contractors or partners
- Complete comprehensive handover notes ready for the incoming project workers on day shift
- Record information accurately and completing relevant forms following incidents or accidents
- If required, carry out housekeeping tasks, general cleaning and preparing rooms for new arrivals out of hours to ensure a safe environment for staff and our young people
- Carry out routine health & safety checks as required
- To respond effectively to any of our young person's or neighbour complaints, dealing with any complex and difficult situations in a professional manner
- If required, conduct internal and external locality patrols and property health and safety checks, recording any actions that arise
- Carry out office administrative tasks when required
- Liaise with emergency services when required
- Ability to work as part of a team and on own initiative, supporting colleagues where necessary

OTHER DUTIES

- As a team, we are committed to supporting each other and to professionally represent Roundabout to external agencies, building good links and promote the service across Rotherham
- Participate in team meetings, training events and attending regular supervisions as appropriate
- Understanding of equal opportunities, diversity and inclusion

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 an understanding of complex young people facing homelessness/rough sleeping or a similar client group

Ability to work as part of a team and on own initiative, supporting colleagues where necessary and build positive working relationships with external providers

Experience of dealing with external services and recording information accurately and comprehensively

Knowledge of the safeguarding process, in relation to working with vulnerable / complex young people

Ability to deal with young people's complaints and/or concerns and respond in a child centred approach

Ability to complete H&S tasks and maintain records accurately and comprehensively

Excellent IT skills, including a working knowledge of database recording systems and the ability to maintain appropriate records and monitoring systems

Hold a clean, full, UK driving licence. Access to your own personal car that is insured for business use

PERSON SPECIFICATION

Personal Attributes

Act as a reflective practitioner to take responsibility for sharing skills and knowledge to improve the service and support for young people.

Recognises and challenges negative behaviour and seeks to address this in a strength based approach

Good communication skills both verbal and written

Commitment to equality and diversity in the workplace

Desire to fully commit and contribute to Roundabout's vision, values and objectives

APPLICATION DATES

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

| Stage | Date |
|---|----------------|
| Closing date for applications: | 31st May 2024 |
| Successful candidates informed of outcome of application: | 4th June 2024 |
| Proposed Interview: | 11th June 2024 |

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

Scott Clark

scott.clark@roundaboutltd.org

01709 372079

Dave Rourke

david.rourke@roundaboutltd.org

01709 372079



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
YOUR LOCAL YOUTH HOUSING CHARITY

Charity Number: 1061313

Please send your completed
application to :

recruitment@roundaboutltd.org



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