

**Job Description**

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| **Job Title** | Community and Housing Development Practitioner |
| **Location** | New Volunteer House: Working across Fife |
| **Responsible To** | Lead (Homelessness Prevention) |
| **Terms & Conditions** | **Hours:** 36 hours per week **Salary:** £28,623  **Probationary Period:** 25% Contract Term  **Contract Type:** Full-time Temporary Fixed to March 2026 |
| **Post Purpose** | Working directly with Fife Employment and Training Consortia partners (Fife ETC), the postholder is expected to take a hands-on approach to establishing community links and coordinating service engagement with people at the earliest stage possible to prevent housing insecurity through promoting independence. Using a Rights Based approach, the postholder will enable people to make informed choices, identify appropriate housing options and broker access to specialist services and community resources to enable them to live well in their community.  This post is responsible to the Lead for Homeless Prevention and will work within the wider Housing Advice Team. |
| **Team Purpose** | The overall aim of Frontline Fife Homelessness Services is to end homelessness across Fife through preventative action and by assisting people to choose the life they aspire to. Our team endeavours to promote self-valuing and wellbeing for all. |
| **Duties/ Responsibilities** | **Partnership Working:**   * Work collaboratively with Fife ETC partners to raise awareness of the service and co-ordinate referrals into housing, employment services and community groups. * Support the development of cross-team working to further integration to enable people to access the right services and community support at the right time. * Support people to fully engage and participate with the project to help inform service improvements.   **Working with People Delivery:**   * Work directly with people using community development approaches to increase their knowledge, resilience and confidence in navigating services and tackling housing-related issues. * Use person centred approaches to assist people in determining their needs and aspirations. * Advocate on behalf of people to resolve issues and achieve positive outcomes. * Broker referrals to specialist services and other sources of assistance to enable smooth transitions and better outcomes which sustain employment. * Keep up to date with local housing, employment and community engagement policies and practices which directly impact on people outcomes. * Maintain accurate records and performance information to inform practice and evidence people outcomes and project achievements.   **Learning and development:**   * Take ownership and participate in training and continuous development and learning. * Develop effective communication skills and practices which are trauma informed and promote strength-based practices.   NB. All staff have a duty to protect supported individuals from abuse and to report any concerns immediately to their line manager or other management staff and to work in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 and Data Protection/GDPR legislation. |
| This job description must be read in conjunction with the general requirements of Frontline Fife’s Policies, Procedures and Performance Appraisal System, and the Standards set by appropriate Regulating Bodies. Frontline Fife is an equal opportunities employer. | |



**Person Specification**

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Experience** | * Collaborative working and building community and service links. * Working with disadvantaged groups and individuals. * Working to contractual and performance requirements. * Case management/accurate and timely case recording. | * Advocacy work. * Advice work with a specific focus on poverty and rights/housing issues and/or housing debt. | Application, Interview, References |
| **Education, Qualifications & Training** | * Educated to HND or equivalent in a related discipline or other recognised professional qualifications/experience. |  | Application |
| **Skills, Abilities & Knowledge** | * Knowledge of inequalities and poverty, and their impact on housing, homelessness. * Able to build positive relationships with a wide range of individuals and agencies. * Proactive outcome-focused delivery and the ability to work within professional boundaries and seek guidance/support when required. * Strong organisational skills with the ability to multitask and work to strict deadlines. * Full Valid Driving License and access to own transport (with business insurance) or otherwise be able to travel throughout Fife. | * Knowledge of other voluntary and statutory sector services. | Application, Interview, References |
| **Interpersonal & Communication Skills** | * Able to manage own and other’s emotions in a calm and thoughtful manner. * Able to actively listen, negotiate with others, take decisions and build respectful relationships. * Able to communicate effectively with a diverse range of people at all levels. * Good level of IT literacy, e.g. Office 365, | * Able to proactively seek avice and support from others. * Knowledge of evidence based practice. * Experience of reflective practice. | Application, Interview, References |
| **Value Base** | * Commitment to the principles and practice of continuous improvement. * A belief and evidence of working to the values underpinning social inclusion, dignity and respect. | * Knowledge of Rights Based Working | Application, Interview, References |

This post is funded by the Fife Employability and Training Consortium.