



Kingston Churches Action on Homelessness
Company Limited by Guarantee
Registered Charity No 1075890; Registered Company No 3735702

St Peter's Church Hall, London Road, Kingston upon Thames,
Surrey KT2 6QL

Person Specification

We are looking for a dynamic individual with a 'can do' approach when they come into work. You succeed within a team setting and are still able to stamp your own identity on what needs to get done. You know about homelessness, you have an awareness of what it must take to survive on the street and a belief that everyone has the right to thrive.

You will have the following general attributes:

1. Experience of working in a client-centred way, ideally with vulnerable adults that present with various levels of need and risk; professional care management and the ability to devise and deliver highly personalised support
2. IT literate with the ability to use Word, Excel, Microsoft Office and database systems and a good grasp of the written word
3. A good understanding of the meaning of 'quality' in relation to service delivery
4. Sound analytical reasoning skills to include: verbal and numerical reasoning; creative lateral thinking
5. To be outcome, strength and solution focussed
6. Possess the sensitivity and flexibility to find ways of working with – and motivating – clients who may historically have a low level of engagement
7. The ability to communicate effectively in a variety of settings and have experience of partnership working and networking
8. Understanding and experience of working within professional boundaries, confidentiality and of power dynamics
9. A willingness and ability to support and enhance the skills of volunteers through teamwork and skills sharing
10. A good and current understanding of safeguarding and managing risk
11. The ability to work without close direction and the ability to work in an environment which can be fast-paced and reactive
12. The ability to produce accurate and timely records of meetings, client notes and reports

13. It is desirable that you have skills in one or more: counselling, coaching, mentoring
14. In possession of or willing to apply for an Enhanced DBS
15. Possession of a car that can be used for daily work purposes and with a clean driving licence.