



Tackling homelessness, poverty and isolation



**INDEPENDENT MULTI-AGENCY INVOLVEMENT NETWORK (I'M IN PROJECT)  
EARLY INTERVENTION DEVELOPMENT OFFICER  
JOB DESCRIPTION**

**Hours:** 30 hours per week

**Rate of pay:** £13.86 per hour

**Based:** South Ayrshire

**Contract Term:** 24 months *(with possibility of extension dependent on funding)*

**OUR VISION**

***'Everyone is given the opportunity to have a home and a place in the community of Ayrshire'***

Funded by the Scottish Governments Third Sector Homelessness Fund the main aim of the I'M IN Project is to increase the number of positive homelessness prevention outcomes in South Ayrshire by encouraging upstream early referrals through partnership collaboration across sectors.

Delivered in partnership with Ayr Housing Aid Centre SCIO the approach is 2-fold with an Early Intervention Development Officer and an Early Intervention Officer (employed by AHAC).

**MAIN PURPOSE OF THE ROLE**

The Development Officer will work with multiple cross sector agencies to establish relationships and encourage external agencies to identify and refer service users earlier, and prior to crisis. Agreed referral triggers will identify issues, that if ignored could escalate to crisis, ensuring early referrals are received and interventions can be made.

By establishing early intervention protocols across agencies/sectors including: Housing (Private and Public Rented Sectors, Local Authority, RSL, Social Letting Agency, owners, etc.), Health, Addictions, Social Work, Community Justice, Education the project will directly increase homelessness prevention in South Ayrshire using a collaborative and person-centred delivery model to enable positive outcomes.

## **KEY RESPONSIBILITIES**

- Work proactively to maintain and build on positive working relationships with partners
- Collaborate with partners to identify upstream trigger points that suggest someone may be at risk of becoming homeless to enable them to make referrals for early intervention
- To agree and implement referral pathways with partners
- To promote the I'M IN Project and adoption of early intervention as a homelessness prevention tool – attending sector events and meetings to raise awareness of the project, build networks and remain informed about trends and opportunities.
- Work in partnership with the Early Intervention Officer (employed by AHAC) to ensure effective and efficient delivery of the project as a whole
- Regular ongoing liaison with partners with a view to giving and receiving feedback on outcomes
- Establish and facilitate a members forum for ongoing planning and evaluation of the project and to promote best practice
- To record and report information in accordance with Seascope operational guidelines and regulatory requirements.
- To promote, monitor and maintain health, safety, and security within the working environment.

## **GENERAL RESPONSIBILITIES**

- Attend and contribute effectively to team meetings, supervisions as required.
- Develop skills through participation in training and personal development programmes
- Contribute to the development of the project, and wider services as required
- Create positive interactive relationships with external parties
- Ensure own practice complies with all Seascope policies & procedures, with reference to HR, health & safety, equalities & diversity and confidentiality.
- Be aware of and adhere to necessary standards in relation to the service's agreed objectives and contractual requirements.
- Develop and promote effective communications, excellence in customer service and a proactive approach to best practice.
- Keep up to date with any developments within the field and undertake relevant training and learning development as necessary.
- Contribute positively to the activities of the service and play an effective role in achieving the aims and objectives of the service.
- Use own initiative to manage workloads and meet deadlines.
- Carry out any other duties appropriate to the position as required

This job description is subject to review.

## PERSON SPECIFICATION / SKILLS REQUIRED

- Minimum SCQF Level 7 qualification in relevant subject or minimum of 3 years' experience in similar role
- Excellent attention to detail and methodical approach to work
- Understanding and experience of cross-sector partnership working
- Knowledge of South Ayrshire (*Desirable*)
- Relationship management and communication skills, with the ability to relate to and support people at all levels and from a diverse range of backgrounds
- Written and verbal communication skills with experience of communicating at all levels internally and externally
- Proficient in the use of Microsoft Office Packages including Word, PowerPoint, Excel
- Track record of an ability to enthuse, motivate and support people
- Experience of working in the third sector (*Desirable*)
- Proven networking skills and the ability to liaise and build relationships leading to successful project development
- Ability to manage own workload with minimum supervision
- Ability to work effectively within a team, promoting and contributing to effective Communication – working in partnership with other professionals, demonstrating a commitment to the ongoing delivery of effective and appropriate service administration
- Knowledge and understanding of:
  - o Homelessness and Housing Legislation
  - o Current and future issues affecting the sector
  - o Best practice in the provision of homelessness support services
- Full driving licence and access to own vehicle

**CLOSING DATE FOR APPLICATIONS:**

Friday 23<sup>rd</sup> July 2021

***Application forms are available to download at [www.seascapeayr.co.uk](http://www.seascapeayr.co.uk) alternatively you can request a copy by email by contacting [recruitment@seascapeayr.co.uk](mailto:recruitment@seascapeayr.co.uk)***

***Interviews for shortlisted candidates will be held via Microsoft Teams on 28<sup>th</sup> and 29<sup>th</sup> July 2021, if you have been shortlisted for interview you will be notified by close of business on Monday 26<sup>th</sup> July 2021.***