



Job Description

Job Title:	GROW (Getting Real Opportunities of Work) Trainee – Changing Futures
Location:	4 roles based in either Manchester, Rochdale, Wigan or Oldham
Contract type:	Fixed term to 31 st March 2024
Accountable to:	Shelter GROW Team and Placement Manager
Salary:	£19,305 per annum (pro rata if part time)
Hours:	37.5 per week (pro-rata if part time is preferred)
Leave:	30 days holiday per year plus bank holidays
Start date:	Sept/Oct 2022

About Shelter

A home is a fundamental human need, as essential as education or healthcare. Yet millions of people across Britain struggle on a daily basis with homelessness, bad housing conditions, soaring rents, discrimination and the threat of eviction.

This is your chance to play a part.

Through Changing Futures in GM, we are working in partnership with a range of Voluntary and Community Organisations and Local Authorities (Rochdale, Oldham, Wigan and Manchester) to ensure lived experience is at the heart of design, delivery and systems change

You are an Expert

Systems, institutions and prejudice may mean that once being homeless, currently/previously managing mental health issues, being in recovery or having a criminal history might have meant you faced “multiple disadvantages” in society that led to barriers to employment. The GROW programme could be the right place for you to turn those disadvantages around into advantages. We value lived experience and the insights of people who are “experts by experience”.

No one is the finished article; you just need to be able to reliably commit to the job and bring enthusiasm to add to your expertise.

During the traineeship you will work in and with services supporting people experiencing multiple disadvantage. We will trust you to set your own development goals and we will work together to reach your idea of success.

About the team

The GROW team will support you on your traineeship, providing wellbeing and personal and professional development support. You will also have day-to-day team specific job training and mentoring in your placement area. You will be given shadowing opportunities with internal and external agencies also.

You will be in a placement delivering face-to-face front-line services with people facing multiple disadvantage. Each team puts the person at the centre of their support.

About the role

There are four opportunities on offer across each of the four innovation areas in Manchester, Wigan, Oldham and Rochdale. All four jobs will involve some travel in order to support the service user where they are most comfortable, this could be a café, outdoors, at the shops or in their own home. We put the needs of the client first but your safety is also paramount. You will be using your own experiences and skills to support others to navigate services, working in a person-centred way, empowering people to achieve their own goals and live more fulfilled lives.

You can also get involved in driving forward the ambitions of the Programme to encourage people accessing services to be involved with development and systems change to the services they access.

You will be given training, support, and supervision to help with your own personal and professional development. This includes a £1500 personal budget which is tailored towards this.

Developing personal growth and promoting a workplace where you can be yourself and achieve success based only on your merit

See what previous GROW trainees thought of their time with Shelter here:

<https://vimeo.com/inspchangemanc/growtrainees>

Role Specific Responsibilities

- Develop skills in delivering front line support services.
- Work with people facing multiple disadvantage.
- Maintain a professional and supportive approach.
- Assist service users to achieve their own goals, through direct work and indirect work with other agencies.
- Work as part of the Innovation Hub team to deliver a high standard of service to people using the services.
- Contribute to the development of the Changing Futures GROW programme.

About you

- You will have lived experience of multiple disadvantage e.g. homelessness, experience of the criminal justice system, mental ill-health or substance misuse) and an understanding of how these experiences have affected you.
- You will be an open and honest communicator and a non-judgmental listener, with empathy for people from different backgrounds.
- You are flexible to meet the needs of others.
- Willing to travel to various sites.
- You will have an ability to work as part of a team.
- Enthusiasm to use IT (including phones) for emails, internet research and other basic skills
- Determination to develop and learn new skills.
- You will have the self-awareness and willingness to ask for help and support when needed.

Diversity Statement

At Shelter we are united by our purpose to defend the right to a safe home; our enemy is the social injustice at the core of the escalating housing emergency. We believe to win that fight; we must be representative of the people we are here to help and those who support our movement for change. In all our people decisions, we take pride in being inclusive, fair, equitable and transparent.

We have committed to combat racism both within and outside Shelter and welcome you on our journey to becoming a truly anti-racist organisation.

How to apply

We will be holding support sessions at multiple locations in Manchester city centre, Rochdale, Oldham and Wigan and one Online to give people practical support and advice on how to create a CV and/or a supporting statement to apply for the role, or to pick up a paper application. These sessions will also give you the chance to find out more about the role. If you would like to come along, please contact us to book a slot. The sessions will take place on the following dates:

23rd 24th 25th August: Various locations in Greater Manchester – contact us to find out more

26th August – 11am -: Zoom – <https://us06web.zoom.us/j/88173542650>

To apply you will need to submit a copy of your CV and a Personal Statement at

https://england.shelter.org.uk/what_we_do/shelter_jobs

OR you can email TJ and Rache (GROW@shelter.org.uk) for more information and to book a place at one of the Pre-application sessions.

Please note

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

This job description does not form part of the contract of employment. This post is not exempt from the Rehabilitation of Offenders Act.

TERMS & CONDITIONS SUMMARY

The following terms and conditions are typically offered to Shelter staff on fixed term and permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period: 6 months with a review at 3 months. During the first 3 months the contract may be terminated with 1 weeks' notice, thereafter it will be 2 weeks up to the end of the probation period.

Annual Leave: 30 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year)

Pension:	Contributory pension on condition the member of staff contributes at least 2%. Members of staff will be auto-enrolled in the pension on completion of three months employment. From 1st April 2020 – employer's contribution is 8%.
Life Assurance:	2 times your salary payable on death in service.
Sickness:	8 weeks full pay and 8 weeks half pay in the first year, on a sliding scale up to 24 weeks full pay and 24 weeks half pay after 4 years' service.
Maternity/Adoption Leave:	Statutory Maternity/Adoption pay, allowances and leave are available for people with less than 1 years' service. After which time people will be entitled to Shelter's enhanced arrangements.
Co-parental Leave:	Up to 20 days paid leave (pro rata for part time staff).
Carers Leave:	Up to 5 days paid leave per year for the care of sick dependants.
Season Ticket:	A loan to purchase an annual season ticket for travel to and from work may be obtained with the agreement of your line manager. This is limited to £500 during the probation period.
Employee Assistance Programme:	Access to Shelter's free personal support service