



## Job Description and Person Specification

### Snr Outreach Wrkr (Partnerships)

Job Details	
Grade	GRD6
Service	Housing & Homelessness
Location	City Wide
Job Evaluation Code	Not Evaluated

#### About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

#### Job Purpose

Support the Accommodation Coordinator with partnerships involving voluntary organisations and community groups, guiding delivery teams and outreach staff addressing rough sleeping.

Coordinate efforts and compile qualitative and quantitative data, sharing insights with leadership while exploring innovative ways to assist individuals.

Engage with people experiencing or with a history of rough sleeping, collaborating with services to enhance access to housing and support.

Assist outreach staff working with individuals transitioning from homelessness to stable accommodation, focusing on long-term housing solutions.

### Main Duties & Key Accountabilities

Supporting the coordination of Voluntary Sector and Faith Communities partnerships both strategically and in daily operations.

Supporting partners, colleagues, and individuals who have experienced homelessness by collaborating on housing journeys through effective partnerships.

Supporting VSFC groups in enhancing current initiatives to develop additional resources required to effectively assist individuals who have experienced rough sleeping.

Supporting the Coordinators in delivering outreach and maintenance initiatives, ensuring VSFC efforts remain integrated and interconnected rather than isolated.

Establishing effective collaboration with current organisations, including law enforcement, housing services, welfare agencies, substance misuse programmes, and mental health and wellbeing providers.

Collaborating with external agencies ensures the needs of service users requiring additional support from other services are effectively addressed.

Ensuring the regular and consistent collection of quantitative and qualitative data to evaluate progress and performance for all individual support plans.

Supporting the development and implementation of enhanced pathways to help rough sleepers transition away from street homelessness.

Implementing suitable IT systems to facilitate information sharing among statutory and voluntary sector agencies collaborating with rough sleepers while ensuring GDPR compliance.

### Key Relationships

External:	Voluntary Sector Organisations Voluntary Sector Groups Faith Communities Faith Groups & Churches Hostel Providers Other Supported Accommodation Providers CGL- Change Grow Live CRMC- Coventry Refugee & Migrant Centre
Internal:	Housing colleagues in Housing Solutions and Accommodation Teams Migration Team

### Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &

Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

### Responsible for

No staff are managed by this post

## Person Specification

### Requirements

Knowledge	Knowledge and understanding of the issues faced by homeless people, including adults with multiple complex needs.
	Understanding of the Voluntary Sector and Faith Communities operating in Coventry
	Knowledge of local authority Housing Options/Solutions teams and homelessness legislation
Skills And Ability	Ability to effectively lead projects and groups
	Excellent interpersonal skills including the listening and negotiating skills
	Well-developed ICT skills, including the use of Word, Excel and PowerPoint, Outlook and other Office 365 applications such as SharePoint
Experience	Experience in working with either rough sleepers, those who are Non-UK Nationals, hard to reach groups and/or those with multiple and complex needs
	Experience of managing projects
	Experience of being in a leadership role or capacity (professional or personal)
	Experience of carrying out needs and risk assessments

Qualification	A good standard of general education including a general certificate of secondary education in Mathematics and English at Grade 4 or above
Special Requirements	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.
	Ability to work flexibly, including some evening and weekend work