



Project Adviser

Sustainment Service – Homes for Ukraine

Fixed term until 14.1.24

(Potential to extend for 12 months)

Person Specification

Ref: 1090

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to the points marked with * only, and for each point, clearly explain how your experience, skills and knowledge meet the requirements.

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Application forms without this completed section will not be accepted.

Experience, Skills/Ability and Knowledge

- *1. The ability to use and share your knowledge/lived experience of living in Ukraine with the Service's Floating Support Officers. This is to support the team's understanding of the cultural differences between life in Ukraine and the UK in order to best meet the needs of both guests and hosts.
- *2. The ability to provide Floating Support Officers with interpretation and translation support when working with guests and hosts (Ukrainian to English/English to Ukrainian).
- *3 The ability to work alongside Floating Support Officers to deliver agreed support to guests and hosts using our support planning processes.
- *4. The ability to develop resources and tools and to deliver workshops to guests and hosts in community settings (e.g., Ukrainian Cafes, Community Hubs).
- 5. The ability to recognise when there is potential risk to a guest or host and to raise these issues immediately with the Service Manager or Floating Support Officer so that appropriate action can be taken.
- *6. An understanding of the difficulties that guests face in accessing suitable accommodation after their host placement ends, and an ability to work alongside Floating Support Officers to support guests to identify and access suitable Private Rented Sector (PRS) accommodation.
- *7. An understanding of the UK benefits system and the ability to work alongside Floating Support Officers to support guests to successfully apply for the benefits that they are entitled to.
- 8. The ability to accurately record work undertaken on our electronic client record system.

9. The ability to work closely and professionally with partner agencies who are supporting the work of the service.
10. A high degree of personal energy and drive to work with hosts and guests, the community, and stakeholders, to meet the aims and objectives of the Service.
11. The ability to work unsupervised and to request support when needed, especially in any urgent/emergency situations.
12. The ability to implement policies and procedures.
- *13. A good understanding of being accountable for your work and a good understanding of confidentiality when working with guests/hosts.
14. The ability to plan your own work, work independently, and effectively prioritise tasks,
15. The ability to participate in and positively contribute to teamwork.

Essentials:

16. Commitment to meeting the needs of vulnerable adults.
- *17. Good IT skills including using Microsoft Word and Outlook.
18. Ability to effectively promote equal opportunities and anti-discriminatory practice.
19. A commitment to personal and professional development.
20. A full UK Driving License and use of a car is preferable but is not essential.