

House to Home Programme Supervisor



RESPONSIBLE TO: ReStore Manager
LOCATION: Ballymena
SALARY BAND: £29,093 (pro rata)
CONTRACT: 3 days per week, 7-month contract (**Immediate start**)

ROLE SUMMARY:

Habitat for Humanity Ireland's local 'House to Home' programme supports vulnerable people who have been homeless or who are at risk of repeat homelessness, to sustain tenancies by helping them to make their house a home.

Working with volunteers the House to Home supervisor will be responsible for the delivery of the programme. Following referral from support agencies, the supervisor will provide a tailored intervention which enables vulnerable individuals to feel more at home.

JOB DESCRIPTION:

House to Home Programme Delivery

- Liaise with ReStore Manager and Volunteer Programme Manager regarding programme
- Review referrals and plan programme delivery
- Visit individual clients in their homes to confirm tasks
- Ensure materials and furniture is purchased/available for programme delivery
- Complete reports and provide updates as required
- Supervising and supporting volunteers of all ages, abilities and backgrounds; helping to ensure their experience is meaningful.
- Maintain an effective working relationship with Habitat staff and volunteers

Health and Safety/Safeguarding

- Complete relevant Health and Safety checklists
- Ensure compliance with safeguarding and any other policies as required

Other Requirements

- To undertake training as agreed
- To support ReStore Ballymena when required
- To undertake any other duties, appropriate to the post, which may from time to time be required

PERSONNEL SPECIFICATION:

The personal specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address, in completing the application form each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Essential

1. Excellent interpersonal and communications skills, internally and externally, with groups and individuals, and the ability to verbally convey Habitat for Humanity's work with confidence and credibility.
2. Practical DIY experience, especially painting and/or joinery
3. Proven ability to work with volunteers
4. Ability to safely move stock items, potentially up to 25kg and an understanding of Manual Handling and Health and Safety
5. Full, clean Driver's License and sound geographical knowledge of the Ballymena area
6. Committed to the vision and mission of Habitat for Humanity, including a passion to support vulnerable people, and a working style that reflects these.

Desirable

1. Understanding of the complex challenges which can create vulnerabilities for local people and demonstrable ability to support.