

**Job Description**

**Job Title: Interim Director of Service Delivery (Homeless Prevention)**

**Responsible to:** Chief Operating Officer (currently acting up as CEO)

**Responsible for:** Head of Homeless Prevention

**Location:** Gateshead with regular travel across the North East

**Salary:** Grade F: Salary is £46,786 (FTE) per annum.

**Hours:** Minimum of22.5 hours per week, hours to be agreed at interview with flexibility to meet the requirements of the post

**Duration:** Minimum of9 months, with the potential for this to be extended and possibly become permanent.

**Benefits:** Oasis Community Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.

Oasis Community Housing life assurance policy is open to all staff who earn in excess of £6000 per annum.

25 days holiday per year, plus statutory holidays, increasing to 30 days per annum in September after 2 completed years’ service (pro rata for part time staff)

**Job Purpose:**

To have specific responsibility for the leadership of our Homeless Prevention Department, which includes our Basis Drop-In’s, Housing First, Outreach and Resettlement and our Emergency Accommodation offer. To have strategic responsibility and oversight for these programmes, and to ensure that our practice matches the vision and ethos of Oasis Community Housing. To provide Christian leadership within the charity and its activities.

**Organisation Context:**

Oasis Community Housing (OCH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services.

OCH is part of the Oasis group of charities, which also includes national charities dedicated to education and community development. We share a common vision for communities in which everyone can thrive and reach their God-given potential. We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. It will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the job description and will be clearly stated in the job advert.

OCH is a growing charity, with its Central Office in Gateshead, and with projects across Tyne & Wear and London.

**Duties & Responsibilities:**

* Set goals, tactics and milestones for the Homeless Prevention programmes according to organisational strategic objectives
* Ensure that business plans for the programmes are created, overseen and reviewed annually
* Working with the Head of Service Improvement analyse our Homeless Prevention Department data and drive our evaluation and improvements
* Develop and monitor budgets for the programmes in collaboration with direct reports and the Chief Operating Officer
* Work with the HR & Admin team to ensure effective recruitment, development, training and retention for the Homeless Prevention Department
* With the Executive Team, ensure our programmes adhere to legal guidelines, best practice, internal policies, the vision and ethos of the charity and that all contractual obligations are met
* Ensure the Executive Team and Board are informed with detailed and accurate reports or presentations as required
* Maintain strategic external partnerships
* Ensure risk is managed sufficiently in the Department, implementing systems to address significant risks, and ensuring risk documentation is updated regularly.
* In conjunction with the Director of Service Delivery (Support and Housing) hold responsibility for Safeguarding across the organisation, specifically line managing the Safeguarding Lead for Adults (Head of Homeless Prevention), and undertaking Annual Safeguarding audits across the organisation
* Work with the Fundraising Team to secure funding for our programmes
* Support the development of the Occupational Requirement (Religion and Belief) staff as a champion of OCH’s Christian Ethos, providing spiritual development opportunities for staff and pastoral care, where appropriate
* Help facilitate a deeper understanding of Oasis Community Housing’s ethos across our policies, procedures and projects, delivering resources and training to staff where appropriate
* Actively participate in the wider life of Oasis Community Housing and any other reasonable duties as required by the Chief Executive

**Scope & Limits of Authority:**

The annual budget of the charity is in the region of £4.5 million. The post holder has direct management responsibility for a budget of around £1 million. Effective financial management is essential.

The post holder is responsible for the leadership and management of the Head of Homeless Prevention, who manages Project Team Leaders, who in turn manage teams of staff. The post holder is expected to provide growth opportunities and to develop these managers as leaders within the organisation.

**Person Specification/Key Competencies:**

**Qualifications:**

* Relevant qualification to NVQ Level 5 or equivalent or at least 5 years proven management and leadership experience in a related field (Essential)
* Professional qualification in a related field (housing management, social work etc) (Desirable)

**Experience:**

* Previous experience of managing and developing new services & contracts (Essential)
* Previous experience in monitoring performance, quality, setting targets and evaluating organisational success (Essential)

**Skills, Knowledge & Aptitude:**

* Financial management skills (Essential)
* Good interpersonal skills, including ability to build cooperative working relationships with other organisations (Essential)
* Knowledge of Child Protection, Safeguarding, Domestic Abuse, Homelessness policy, Employability programmes and legislation changes (Desirable)
* Knowledge of related statutory and voluntary sector provision and support (Essential)
* Christian leadership skills (Essential)

**Motivation:**

* There is an Occupational Requirement for the post-holder to be a practising Christian (Essential) as per exemptions in The Equality Act 2010 (Schedule 9)