

**Job Title:** Homelessness Prevention Co-ordinator

**Location:** Local office / on-location

**Employment Type:** Full-time

**Reporting to:** Service Delivery Lead

**Salary £31,000**

**35 Hour Week**

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### **Job Purpose**

The Homelessness Prevention Co-ordinator will support young people by assessing their housing needs, facilitating placements, liaising with our volunteer hosts and providing crisis support where necessary. This role involves partnership working with other agencies, delivering life skills training, and promoting available services to reduce youth homelessness. The successful candidate will also play a key role in community engagement through education programmes and events.

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### **Key Responsibilities**

- Conduct homelessness assessments and facilitate placements for young people.
  - Provide crisis support and safeguarding interventions as needed.
  - Host recruitment, training, and support sessions for our volunteer hosts.
  - Capture data, maintain databases, and produce reports on our services.
  - Develop relationships with housing partners and other agencies and promote service availability.
  - Deliver life skills training and educational programmes, including school homelessness assemblies.
  - Develop move-on housing options in collaboration with partners.
  - Manage and contribute to youth ambassador programmes.
  - Attend events and networking forums to represent the organisation.
  - Co-ordinate with team members to maintain and improve homelessness prevention services.
  - Recognise, record, and report safeguarding concerns effectively.
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## Skills & Experience Required

- **IT Skills** – IT literate with proficiency in using databases and digital record-keeping.
  - **Communication Skills** – Ability to engage effectively with a wide range of audiences.
  - **Group Training** – Experience in delivering sessions to groups, particularly young people.
  - **Entrepreneurial Mindset** – Ability to identify opportunities and create solutions in service provision.
  - **Youth Work Experience** – Previous experience working with young people in a supportive capacity.
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## Knowledge Required

- Understanding of youth homelessness causes and prevention strategies.
  - Familiarity with the Local Authority Homelessness Acts and relevant legislation.
  - Knowledge of housing options and support services available for young people.
  - Awareness of welfare benefits and safeguarding responsibilities.
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## Values & Attitudes

- Commitment to equality, diversity, and inclusion (EDI).
  - Growth mindset, eager to develop solutions and improve outcomes.
  - Open to travel (a driving license may be required).
  - Relationship-focused, able to communicate, train, and support effectively.
  - Dynamic, enthusiastic, and action-focused, driving positive change.
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## Next Steps & Application Process

- **Application Deadline:** Tuesday 22nd April at 5pm
  - **Interviews:** Scheduled for 28th April
  - **Assessment Task:** Applicants will be asked to think about this role, what it could look like in 3 years time and what they need to do to get there.
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