

We're Hiring!
North West Hub
Development
Co-ordinator



Hope at Home is a UK hosting scheme for survivors of modern slavery and human trafficking facing homelessness. We train and support hosts to welcome a survivor into their homes and rebuild their lives.

We are looking for a highly organised, self-motivated person to assist development and growth in the North West. You will support with recruiting and supporting local hosts, facilitating placements and continuing to develop relationships with local referral agencies.

Key activities:

- Recruiting, training and supporting local hosts.
- Working with local agencies and hosts to facilitate placements of guests.
- Monitoring and evaluation to evidence success factors of the scheme.
- Promotion of Hope at Home across the North West region.

You will need:

- Empathy with issues that relate to asylum, homelessness, mental health and general vulnerabilities.
- An understanding of needs based and risk assessments, good administrative skills, proficiency in the use of Microsoft Office and a Case Management System or database.
- The ability to remain calm under pressure, lots of self-motivation and the ability to work enthusiastically as part of a team.
- A flair for developing and maintaining effective partnership working with agencies, volunteers and other relevant stakeholders.
- Outstanding time management skills, a proven ability to multi-task and a willingness (when safe and permissible) to occasionally travel within England and Wales.

Salary: £12571 per annum (actual)

Working hours: 20 per week

Contract: Initial 12 months (thereafter continuing subject to funding)

Details: 25 days annual leave + bank holidays (pro rata), pension scheme.

Closing Date: 16th October 2020

Interview Date: TBA

For further information about the role and how to apply please email info@hopeathome.org.uk