



Job Description & Personal Specification

Foodbank Welfare Co-ordinator

Position:	Foodbank Welfare Co-ordinator
Reports to:	Head of Community Services
Hours:	22.5hrs a week with a flexible work pattern (18 month fixed term contract)
Salary:	£28,000 full time equivalent

1 Job Summary

This project is in partnership between DENS Dacorum Foodbank/Trussell Trust, Liberty Tea Rooms and Community Hub and Community Money Advice (CMA) to support Foodbank recipients or people in the community who are at risk of needing the Foodbank in the future to access the help they need.

The project will provide in-house individual welfare benefits/income maximisation advice and support for recipients, with clear onwards referral pathways for debt advice and wider life skills, and support to our referral partner organisations.

In this way, the project will bring together key partners collaboratively to provide a pathway for vulnerable people and families to manage their financial situation, their wellbeing and to rely on the Foodbank less in the future.

Main Duties and Responsibilities

- To develop links with voluntary sector and public sector colleagues to develop and implement robust referral pathways, data sharing and sign-posting protocols
- To undertake individual case work with participants to support them to improve their financial situation, by completing benefit applications, UC forms and PIP applications
- To develop, promote and provide a range of courses and work-shops for the community, including Life Skills training courses and budgeting courses; ensuring that the project meets KPIs
- To build and promote the project across Dacorum ensuring that this is accessible to those who need support within the community
- To work collaboratively across all DENS projects, as well as CAP and CMA, to ensure that service user outcomes are met
- Ensure progression of participants through the programme so that suitable agreed outcomes are reached
- Working with DENS Volunteer Co-ordinator to recruit, support and manage a small pool volunteers who will provide mentoring to participants
- Ensure that all monitoring and reporting against agreed KPIs with stakeholders are met and completed to meet the funder's requirements

Benefits

- 25 days or equivalent annual leave
- Flexible working environment
- Mediacash plan, including Virtual GP, some dental and optical cover
- Employee assistance programme - 24/7 mental health support helpline
- Professional development and training
- NEST pension scheme

2 Personal Specification

Knowledge and Experience	Essential / Desirable
1. Experience of working with/or supporting vulnerable adults;	Essential
2. Knowledge of the benefits and welfare system	Essential
3. Experience of developing partnerships with other third sector and public sector organisations	Essential
4. Experience of multiagency working and case management	Essential
5. Experience of developing and delivering training programmes	Desirable
6. Experience of working as part of a team to achieve cross organisational goals	Essential
7. Excellent verbal and written communication skills	Essential
8. Excellent time management skills and the ability to work to deadlines	Essential
9. A knowledge and understanding of the homelessness sector	Desirable
10. Good IT skills	Essential
11. Drivers license and access to a car	Essential

How to Apply

Please read the full **Job Description & Personal Specification**

If you match our criteria:

- Send your CV and supporting statement outlining how you match the Personal Specification to **HR@dens.org.uk**
- Closing date for receipt of applications is **Wednesday 19th June 2024**
- We may interview and offer the role to a suitable candidate before the deadline

For an informal chat, please ring Jacky Stafford, HR Manager on 01442-412340
Please advise us should you require adjustments to be made for you at interview.

To find out more about DENS visit www.dens.org.uk