

JOB DESCRIPTION:
Housing First Policy and Practice Coordinator

Salary:	£28,000 per annum
Location:	Cymorth Cymru office in Cardiff, with travel around Wales
Contract length:	Full time, fixed term (until March 2020) with potential for extension
We welcome applications from people who are interested in joining us on a secondment.	

Purpose

The Housing First Policy and Practice Coordinator has been created to encourage and support the successful delivery of Housing First in Wales.

One of the main priorities for this role will be working with Cymorth Cymru, the Welsh Government and relevant stakeholders to develop and implement a Housing First Wales Quality Standard. The purpose of this Quality Standard will be to support organisations and commissioners to ensure that services are delivered with a high degree of fidelity to the Welsh Housing First principles.

The successful candidate will also co-ordinate the Housing First Wales Network and support the delivery of relevant policy and communications outputs as determined by the Network. They will raise awareness of Housing First in Wales and ensure that best practice is promoted and shared. They will build strong relationships, promote cross-sector collaboration and work with a variety of stakeholders such as support providers, housing associations, local authorities, Welsh Government, health, social services and criminal justice to support the successful delivery of Housing First in Wales. The successful candidate will also build links with Housing First providers and policy leads across the UK and Europe, identifying relevant evaluation and research publications that will support the development and successful delivery of Housing First in Wales.

Responsibilities

The attitudes and behaviour required of all Cymorth Cymru staff, the organisation's vision, mission, core values and aims, and its policies and procedures are set out in the Staff Handbook. All staff must keep up-to-date and adhere to them as they form part of the contract of employment.

The Housing First Coordinator will be responsible for:

- Working with providers and commissioners to support service development and delivery in accordance with the Housing First principles in Wales
- Working with Cymorth Cymru, the Welsh Government and relevant stakeholders to develop and implement a Housing First Wales Quality Standard
- Working with organisations to quality assure ongoing delivery of Housing First services in line with the Housing First Wales Quality Standard
- Coordinating meetings of the Housing First Wales Network, and its various subgroups, alongside the Housing First Network Chair;
- Coordinating the delivery of relevant pieces of work for the Network and the subgroups in a timely and effective manner;

- Gathering examples of best practice from across Wales, and providing advice and support to organisations seeking to address challenges in delivering Housing First;
- Establishing and building positive relationships across Wales with commissioners, support providers, RSLs, health, social services and criminal justice agencies, and politicians;
- Producing relevant publications for Cymorth Cymru and Welsh Government, which help raise awareness and improve delivery of Housing First in Wales.
- Building links with Housing First providers and policy leads across the UK and Europe.
- Identifying and circulating relevant evaluation and research publications that will support the development and successful delivery of Housing First in Wales.

Person specification

Applicants are invited to demonstrate how they meet the following essential (E) and desirable (D) criteria in their application:

Values	
Commitment to Cymorth Cymru's mission, vision and values;	E
Skills	
Ability to develop effective, credible relationships with partners and stakeholders	E
Excellent verbal and written communication skills for a variety of audiences/purposes	E
Ability to effectively elicit, coordinate and present the views of individuals and organisations simply and quickly both in spoken and written form.	E
Good leadership skills and the ability to work both independently and within a team	E
Excellent eye for detail and ability to produce high quality work	E
Highly organised with project planning skills	E
Ability to work under pressure and prioritise	E
Ability to navigate difficult conversations and offer constructive feedback	E
Welsh speaker	D
Experience	
Experience of delivering funded project work	D
Experience of working with Welsh Government or local authority officials	E
Experience of working for a support provider, housing association or local authority, or experience in a relevant field such as housing policy or research.	E
Knowledge	
Understanding of Welsh homelessness policy context	E
Thorough understanding of the Housing First model	E
Other	
Car owner/driver	D
Willingness to travel across Wales	E

