**EGG worker Job Description**

**About us**

Engage Grow Go, is a homelessness charity with an innovative person-centred approach to homelessness and rough sleeping. We aim to mentor people with experience of homelessness in life skills, get them into suitable accommodation and back into work.

Our work environment includes:

* Engaging and rewarding opportunities to help others
* Supportive colleagues
* Casual work attire
* Flexible working hours
* On-the-job training
* Safe work environment

In this role, you will provide support to a range of individuals with different needs and abilities but who all have experience of homelessness. You will need excellent interpersonal skills and a willingness to learn and adapt to new situations. We are looking for candidates who are resilient, flexible, friendly, hardworking and, above all, have a desire to help others.

Responsibilities:

· Providing ongoing support, guidance, and outreach services, to people with experience of homelessness aiming to engage people as **EGG** clients.

· Assessing each individual’s needs and writing person centred support plans.

· Teaching life skills such as budgeting, paying bills & shopping.

· Developing client specific referral pathways into accommodation and recovery services.

· Establishing and maintaining regular contact with **EGG** clients over the phone or in person.

· Promoting mental health and wellbeing and enabling people to access health and other support services.

· Assisting **EGG**clients with their job-hunting journey, including CV and cover letter writing, interview techniques and new starter paperwork.

· Advising **EGG**clients about their individual lawful rights.

· Building relationships with potential **EGG**client employers for the purposes of employment for EGG clients and fundraising.

· Recruiting, training, and supporting volunteers.

· Liaising with external agencies and local authorities to support with client applications for benefits, housing, other grants, or entitlements.

· Administrative and clerical tasks in relation to applying for grants and other sources of funding.

· Managing budgets for fund raising.

· Organising and managing fund raising events.

· Designing leaflets and other material to support fund raising events.

· Gathering data, managing the **EGG** database, and preparing reports for Stakeholders and trustees.

**NB: Due to the nature of the role an enhanced DBS will be required prior to confirmation of offer of employment.**

**No agencies please.**

**To apply for this position please send your CV and covering letter to Jonathan Billings CEO Via** [**jonathan@egg.charity**](mailto:jonathan@egg.charity)

**Closing date for applications : 30th-4-24**

Job Type: Full-time

Salary: £25K per year

Work Location: In person