

Lancaster City Council - Job Description & Person Specification

Job Title:	SHIP Coordinator	Grade:	GGS10	Job Code:	LCC542
Service/Team:	Housing Services	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Principal Housing Options Manager
Line Manages: *Title/s & LCC Code	2 x Administration Officers				

Job Overview
<p>Overview</p> <ul style="list-style-type: none"> The co-ordinator will manage the delivery of SHIP to provide a joined-up approach to improving quality and standards within the non-commissioned supported housing sector. With reference to the short term / transitional market. To support the Principal Housing Options Manager in the development and delivery of the Supported Housing Improvement Programme (SHIP) across Lancaster and Preston.
Direct Responsibilities
<ul style="list-style-type: none"> Line Management of 2 x Admin Officers Develop, implement, and monitor the SHIP Delivery Plan Project manage the delivery of the SHIP Organise monthly Strategic meetings to report on progress and review the delivery plan Organise and lead weekly project meetings, with the MDT Carry out a desk top review of all supported housing providers so the MDT have all relevant information on those organisations who are included in the project and to assist with mapping current provision. Monitor service quality and develop a supported housing provider charter for non-commissioned providers, ensuring it meets the National Statement of Expectations (NSE) Develop policies and procedures for the multi-disciplinary team, to guide their work Liaise with Housing Benefits to improve processes for assessment and reviews of housing benefit applications for “exempt supported accommodation status” To maintain clear and consistent management of and communication of data relating to the SHIP. Contribute to the risk management of new scheme developments. To undertake reports and provide data to external funders. Prepare monitoring and reporting, as requested, including for DLUHC Commission a local university to carry out a full evaluation of the programme Work with local authorities to share best practice and project monitoring Develop relationships with supported housing providers and facilitate and coordinate networking events and training.
Primary Measurable Objectives
<ul style="list-style-type: none"> To support the Principal Housing Options Manager in the development and delivery of the Supported Housing Improvement Programme (SHIP) across Lancaster and Preston. To provide project management and support to the SHIP team, ensuring the delivery plan is implemented and good practice implemented
Staff Management Responsibilities
<ul style="list-style-type: none"> 2 x Admin Officers

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training		Project management qualification Degree or equivalent qualification	App Form, Interview, Certificate
Experience	<ul style="list-style-type: none"> • Experience of project management across the full lifecycle of a project. • Experience of creating and maintaining systems • Experience of implementing change • Experience of preparing and presenting reports 		App Form, Interview
Job Related Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • Knowledge of supported accommodation with a focus on the needs of vulnerable adults for example those adults with mental health issues, substance misuse, rough sleeping and learning disability. • A high standard of organisational, time management and communication skills • Good ICT skills • Ability to prioritise workload and to work to tight deadlines • Ability to work under own initiative and as part of a team and to work proactively to achieve the aims of the service 		App Form, Interview
Personal Attributes Including Interpersonal &	<ul style="list-style-type: none"> • Ability to find creative ways of solving problems • Excellent interpersonal and communication skills 		App Form, Interview

Lancaster City Council - Job Description & Person Specification

Communication Skills	<ul style="list-style-type: none"> Able to prioritise and deal with competing deadlines 		
Special Requirements/Other			App Form, Interview

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Lancaster City Council - Job Description & Person Specification

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	