



Job Description and Person Specification

Job Title	Project Manager - Sophia Regional Supported Temporary Accommodation Service
Location	Sophia Regional Supported Temporary Accommodation Service, Cill Bhríde, Ardan, Tullamore, Co Offaly
Sophia Housing	<p>Sophia is a national organisation that has been supporting people as they emerge from homelessness since 1997.</p> <p>Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one’s own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs.</p> <p>Sophia recognises that homelessness can have a traumatic impact on people and that services need to be designed and delivered in a trauma informed way.</p> <p>Our Regional Supported Temporary Accommodation Service (RSTA) offers accommodation in a warm and caring environment, giving the resident the opportunity and support to make the changes in their lives that they want to make. We strive to link residents back into their community supporting them in every step to rebuild their lives.</p>
Reporting to	Head of Services
Contract	Permanent
Benefits	<p>Sophia offers the following additional benefits to employees:</p> <ul style="list-style-type: none"> • 25 Annual Leave Days • Additional Long Service annual leave • 5% Employer pension contribution • Further education and training support • Employee assistance Programme • Flexible working arrangements
Hours	39 hours per week, Monday to Friday, 9am to 5pm with flexibility
Job Purpose	To provide management and leadership in providing supported temporary accommodation to Sophia residents.

<p>Key Responsibilities</p>	<p>Services</p> <ul style="list-style-type: none"> • To commit to the objectives and ethos of Sophia • To establish and maintain a system of communication with the Service Manager including the provision of agreed reports • To develop and implement the standards within support services in a manner that reflects the policy and procedure of Sophia • Efficient and effective management of the accommodation service • To oversee the assessment and interview process for applicants to the Project and any additional properties in collaboration with other Services as required. • To provide an on call service nationally along with the other managers within Sophia. (Additional benefits apply for this) • To assist in the arrival and admission of new residents as required • Manage issues regarding the welfare of residents as appropriate • To assist in the departure of residents from the Project as required • To assist in the assessment of individual needs as required • To work in a holistic as appropriate to meet housing management and personal needs. • To be responsible for keyworking a number of single people when necessary for the operation of the Project. • To ensure that resident disputes and grievances are dealt appropriately within the Project and local community • Manage the set up and maintenance of professional records. • To manage the referrals, admissions and discharges in your Project and additional Sophia properties • To provide direction and leadership in the development of appropriate links to, and securing support from, relevant professionals and services; e.g. Health Services Executive and Local Housing Authorities etc. • To actively promote resident involvement within the Projects and Local Communities. <p>Human Resources</p> <ul style="list-style-type: none"> • To manage the recruitment, induction and on-going training, support and direction of Employees, Volunteers, Students and Trainees of Sophia. • To assign work appropriately • To be responsible for the development of the Team by <ul style="list-style-type: none"> ➤ Ensuring that regular Team Meetings are held ➤ Promoting positive working relationships within the Team ➤ Identifying the training needs of individuals and the Team. ➤ Providing support to Team Members in their work. • To provide monthly professional supervision to Project Workers. • To ensure that all employees, volunteers and students receive regular supervision and keeping a professional record of this.
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	<p>Finances</p> <ul style="list-style-type: none">• To manage the annual budget for the Project based on the information provided by the Finance Department.• To oversee the collection of occupancy charges and arrears• To manage the Service Level Agreements for the Project and to ensure the return of data and information agreed with funders.• To actively source and make grant applications to fund the services and costs of the service in your region. To provide information to funders on expenditure of grants.• To promote networking with appropriate voluntary and statutory agencies. <p>Health and Safety</p> <ul style="list-style-type: none">• To ensure that necessary fire, health and safety policies and procedures are in place and adhered to.• To ensure appropriate procedures are in place for responding to emergencies within the Project. <p>Development</p> <ul style="list-style-type: none">• To attend other agency meetings as appropriate and to work effectively with relevant personnel within Sophia.• To contribute to policy development and review within the agency.• To work on the development of services provided by Sophia in your region.• To work proactively to develop and implement strategies and actions which ensure that the Project is fully occupied• To work closely with local State Bodies (including Local Authorities and HSE) to fulfil our obligations in alignment with and to compliment the development and national and area plans, and strategies and objectives of the Council and the Department of Environment, Community and Local Government.• To undertake other work that may be assigned to you from time to time. <p><u>Person Specification</u></p> <p>Experience</p> <ul style="list-style-type: none">• 2 years' experience in a management role in housing and homeless sector or similar <p>Qualification</p> <ul style="list-style-type: none">• Degree in Social Care or related discipline <p>Values</p> <ul style="list-style-type: none">• A strong and flexible work ethic
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	<ul style="list-style-type: none">• Ability to provide evidence of personal alignment to Sophia’s values• Warm, engaging, compassionate with an empathy and an acute awareness for the trauma that residents have experienced due to homelessness• Commitment to the values and principles of Housing First and Trauma Informed Care <p>Skills</p> <ul style="list-style-type: none">• Proficient IT skills and knowledge of databases• Strong ability to work on own initiative• Excellent interpersonal communication skills both written and verbal• Excellent report writing and record keeping skills <p>Other</p> <ul style="list-style-type: none">• A full clean driving licence <p><u>Application Process:</u></p> <p>Please forward a Cover Letter and CV to Recruitment@sophia.ie The closing date for receipt of applications is Monday, 20th January 2025</p>
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