

# Kent County Council

## Job Description: *18+ Rough Sleeping Grant - Project Coordinator*

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**Directorate:** Children, Young People and Education  
**Unit/Section :** 18+ Care Leavers Service  
**Grade:** KR9

**Responsible to:** Accommodation Team Manager

### **Purpose of the Job:**

This role fulfils the function of leading the planning, delivery and reporting of homelessness prevention and relief actions, by the 18+ service, in line with the expectations and outcomes of the Rough Sleeping Project funding provided by the Department for Education in conjunction with the Ministry for Housing, Communities and Local Government. This role will spearhead the operations of the project and provide feedback and learning to the service and its staff in support of their aims for strategy, planning and front-line delivery of support. There is a particular focus on improving collaborative working with the Local Housing Authorities, in line with the new Joint Working Protocol between KCC and its district housing partners.

### **Main duties and responsibilities:**

- Quarterly and other reporting as required to DfE for purposes of project updates and finances.
  - This includes support to other project staff and coordination of future efforts regarding meeting needs re: reducing YPs in unsuitable accommodation/homeless.
- Liaison with district housing teams in respect of upholding principles and commitments of Joint Working Protocol (Homelessness) and undertaking/coordinating homelessness approaches for YPs/PAs and improving collaborative working with districts ongoing.
- Supporting the service staff with creation of documentation and information to improve understanding of homelessness processes and legislation and prevention of homelessness.
- Develop and deliver the tenancy readiness training to children and young people across the Children in Care, Fostering & Adolescent Support Teams, in support of the commitments by the service in respect of the Joint Working Protocol launched in 2021 in collaboration with the Local Housing Authorities of the twelve Kent districts.
- Work to increase service's 'emergency response' to homelessness methods i.e. those services and actions used to address 'actual' homelessness.
- Sharing important learning and legislative changes with the service and key partners whilst supporting with data 'deep dives' to ensure accurate reporting on CL homelessness presentations within the 12 district housing authorities.

- Overseeing challenges to inappropriate homelessness decisions made by district housing teams as required and supporting the local housing authorities to make appropriate, informed decisions in respect of 'homelessness intentionality'.
- Ensuring that the learning from the support provided to YPs within the service in respect of homelessness, is communicated to the Accommodation Team Manager and used to support the development of effective strategies and support approaches to improve outcomes for YPs and improve processes to reduce periods of homelessness and YPs in unsuitable accommodation.
- Ongoing supervision of Specialist Housing Personal Advisers and an 18+ Apprentice.
- Ensuring review of the current actions of the project through discussion with the Accommodation Team Manager and invest time in innovating new and creative solutions to current challenges where possible.
- Attendance of relevant forums, meetings and conferences to share learning, progress in achieving outcomes and support partners i.e. KHOG etc.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *18+ Rough Sleeping Grant - Project Coordinator*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Level 3 Diploma in a relevant subject, for example, education, training, guidance, counselling, youth and community work, health or social service work, housing or work in the voluntary sector</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of multi-agency working in social care / housing sectors.</li><li>• Experience of working with local housing authorities to challenge and expedite decision-making using legislation.</li><li>• Experience of developing person-centred plans and strategies in relation to transition to independence.</li><li>• Experience of face-to-face work with vulnerable people in a formal setting.</li><li>• Experience of working with vulnerable people from a diverse range of backgrounds / specialist knowledge of the needs of Care Leavers.</li><li>• Experience in conducting Private Rented Sector accommodation searches using technology and in person.</li><li>• Experience in delivering outcomes as part of a project.</li><li>• Experience in reporting accurate project outcomes and KPIs.</li><li>• Training Development.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High level of interpersonal and communication skills at all levels.</li><li>• Ability to meet strict deadlines.</li><li>• Ability to plan and prioritise effectively.</li><li>• Ability to work sensitively within a variety of contexts and adapt the way you work as appropriate.</li><li>• Ability to understand and utilise practically, housing-related legislation to achieve outcomes.</li><li>• Ability to challenge appropriately and effectively, any inappropriate or erroneous LHA decisions.</li><li>• Ability to clearly communicate key learning to involved partners and wider service via creation of supporting documentation, workshops and training.</li><li>• Capable of creativity and innovative thinking to achieve outcomes.</li><li>• Ability to work independently on the creation and review of joint working policy (interagency).</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Working knowledge of The Children Act 1989 and 2004, Children's (Leaving Care) Act 2000, the Children's and Families Act 2014 &amp; Children and Social Work Act 2017.</li> <li>• Working knowledge of The Homelessness Reduction Act (2017), the Housing Act (1996), The Localism Act (2011) and the Protection from Eviction Act (1977).</li> <li>• Knowledge of the Universal Credit/Housing Benefit processes.</li> <li>• Knowledge of accommodation processes for Care Leavers.</li> <li>• Understanding of the needs of unaccompanied asylum-seeking children and young people.</li> <li>• Awareness of Data Protection, GDPR and confidentiality issues.</li> <li>• Awareness of and responsiveness to political issues associated with current central government decision making in respect of housing.</li> <li>• Knowledge of the key aims of the RSG Homelessness Project and actions taken by the service to meet this.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>