

## **Job Advertisement**

**Day Centre Manager**  
**Salary: £29,577 - £32,910**  
**Hours: 37.5 hours per week**  
**Contract: Permanent**

Are you looking for an opportunity where your skills will make a difference in helping to support homeless people and rebuild lives? Or are you looking to take the next step in your career?

If this is the case for you then joining the Routes to Roots team will be an opportunity for you to personally develop whilst supporting some of the most vulnerable members of our community.

### **What we do**

Since 2000 Routes to Roots has supported rough sleepers, vulnerably housed (sofa surfers or in B&Bs) and newly housed (formerly homeless) adults in Poole.

At five drop-ins we provide basic necessities, such as showers, hot food, clothing and sleeping bags, and offer outreach access to the Poole addictions team, mental health workers, Poole rough sleeper outreach team and housing advisers.

We also offer supported housing for three rough sleepers, working with the local authorities to move them on into independent accommodation.

### **About the role**

- This new role is to manage the work at Routes to Roots' new Drop In Centre, at the newly renovated Genesis Centre in Hill Street, Poole.
- The Day Centre Manager will work closely with the Trustees and the Administrator to deliver a service that:
  1. Is inviting and welcoming for the homeless and vulnerably housed of Poole
  2. Arranges training as needed and makes use of trained volunteers to provide the services
  3. Works in partnership with local agencies to provide additional services
  4. Is delivered in a safe environment for employees, volunteers and clients,
  5. Ensures the building is used safely

You will work very closely with the Trustee Chair and the Administrator to ensure that Genesis Centre activities function in a way that supports clients, volunteers and staff.

The successful candidate will be employed on a full-time basis to provide a five day per week service at Genesis Centre.

### **What we're looking for**

We are looking for a person who has talent and shares our ambition, combined with some experience of dealing directly with the public and/or customers in a busy service environment, plus the ability to work effectively with others to get things done. You will also need to have some understanding of the issues faced by homeless or vulnerably housed people and the difficulties they experience in accessing services that are fully responsive to their needs.



The successful candidate will be able to recruit and line manage volunteers. This will require a proactive, empathetic, and flexible approach depending on the environment and/or situation.

### **What we offer**

We are committed to maintaining your work/life balance. We offer 25 days annual leave.

Routes to Roots will contribute 5% of your gross annual salary to your pension.

### **How to apply**

Email [office@routestoroots.org](mailto:office@routestoroots.org) to ask for the application pack.

Having read the application pack, please forward your application with covering letter and CV to [office@routestoroots.org](mailto:office@routestoroots.org)

**Closing date for applications: 10am on 29 October 2021**  
**Interview and assessments in Poole: w/c 8 November 2021**

It is a requirement for this post that an enhanced/standard DBS disclosure check will be undertaken for the successful candidate.