

2 Empowerment & Admin Workers - Bristol Churches Shelter

Person Centred – Encourager – Relational – Administrative – Positive

Do some of the words above describe you? This is an exciting opportunity for you to make a difference and contribute towards Bristol Churches Shelter's provision of accommodation for people who would otherwise sleep rough on the streets, in a car or in a tent over the winter in Bristol? If so, we'd love to hear from you.

Over the next winter the shelter is planned to be open between November and March. Planning starts in earnest in September 25. The shelter provides nine rooms with main meals provided by volunteers from across Bristol churches. Guests are empowered to move-on into sustainable accommodation.

This role is about providing hands-on support to run the shelter over the winter months. You will be supporting and empowering guests to sustain work, access work, seek meaningful activities, seek viable move-on accommodation options and build self-confidence and self-esteem.



It will also involve working closely with the team led by the Senior Coordinator, and with volunteers. To be successful in this role you will be very organised, flexible, approachable and empathetic, have good personal boundaries and have a heart to serve. You will be line managed by the **Senior Coordinator**. Your role will also involve administrative duties and help with the general activities to ensure the smooth running of the shelter.

We are seeking two **Empowerment & Admin Workers** to join the small staff team. The role will start in **mid-September**.

Delivering the Bristol Churches Shelter (BCS) has been highly rewarding experience. Over the previous winter 31 guests were supported, 26 of whom moved on into stable accommodation, 8 of them had employment and 4 have remained in contact through the 'stay in touch' scheme.

"A thousand thank you! I would never be able to pay back for what you have done for me. I get nice people, warm food, and a great place to stay." Guest

"It has been a very rewarding and fulfilling experience for me, getting to meet people, I love being in the company of people and it gives me to much joy and pleasure serving others and God." Volunteer

Further information about this role and the Job Description are available via our website:

www.inhope.uk/get-involved/work-with-us. To discuss this role, or find out more, please contact Jane Jones, BCS Senior Coordinator at jane.jones@inhope.uk.

There is an **Occupational Requirement for this role to be filled by a practicing Christian**. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at www.inhope.uk.

Ctd.

"I was suffering from severe anxiety and fear in the street. I felt empowered, relieved, and hopeful being here." BCS Guest

"There is such a welcoming atmosphere, and guests clearly value the support they receive." BCS Volunteer

Job Details

- This role is offered on a Casual Contract basis.
- Start date – September 2025 – March 31st 2026.
- The hourly pay rate will be £12.82 (this equates to a Full Time Equivalent salary of £25,000).
- 21 hours per week will be expected throughout October to March.
- There is the possibility that the contract could be continued for one Empowerment and Admin worker from April 2026 onwards, on fewer hours.
- Holiday pay will be added through payroll and based on the actual hours worked.
- Workplace pension with matched contribution of up to 5%.
- Access to inHope's Employee Assistance Programme and online training platform.
- This role requires flexible and hybrid working and being on-call on a rota basis as well as being present at the shelter on shifts. Work patterns will be discussed at the interview stage.

Applicants:

We welcome applications from Christians from all communities and backgrounds. We particularly encourage applications from those with lived experience of homelessness.

About inHope:

inHope is an established Christian charity with a broad support base that has been working in Bristol since the mid-80's. We are dedicated to helping those with life disrupting problems, such as food poverty, homelessness and addiction, to reach their God given potential free from injustice and insecurity.

Application Process:

You can apply by either:

- A. Downloading and completing the [application form from our website](#), or
- B. Submit your CV with a covering letter which addresses the following:
 - i. A professional statement saying how you meet the requirements of the role as given in the Job Description and giving examples of how your knowledge, experience and skills demonstrate your suitability for this role (no more than 750 words); and
 - ii. A personal statement saying how your Christian faith has developed over time, and how you see your faith being worked out in practice through the role applied for (no more than 500 words).

Your application form or CV and covering letter, must be sent to: HR@inhope.uk by 12 noon Monday 28th July.

If you would like support with completing your application please contact our HR team using the e-mail above or by calling 0117 330 1230 (please select general enquiries).

Screening conversations / interviews may be held for shortlisting purposes, where deemed helpful.

Applications may be considered and interviews held prior to the closing date. We will update the advert on our website should an appointment be made prior to the closing date.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.