

PROJECT OFFICER MOVING ON PROJECT CANDIDATE INFORMATION PACK



HARMONI

people + potential

Location:	Utility Street Hostel, Belfast with flexibility to travel to other sites as required
Reporting to:	Project Coordinator
Working Hours:	20 hours per week, Monday to Sunday Including evening and weekend work
Contract:	Permanent, subject to successful completion of probation period
Salary:	£27,300 full-time equivalent (pro rata: £14,560 for 20 hours per week)

About the role:

We are seeking a Moving On Project Officer to be involved in the design, development, and delivery of the 'Pathway: Breaking Free From Homelessness Programme' as part of a new project '**Moving On: Breaking Free From Homelessness**'.

This project is a five-year initiative, funded by the National Lottery Community Fund and led by Harmoni.

The role requires energy, belief, and enthusiasm in delivering solutions to assist people experiencing homelessness and trapped in the emergency accommodation cycle.

You will work with men experiencing homelessness at Harmoni's Utility Street Men's Homeless Hostel in Belfast to help the clients become more resilient and ready to move on from emergency accommodation into a tenancy of their choosing.

A significant part of the project will be to work alongside the Project Coordinator, Support Staff and Management Team at Utility Street Hostel to ensure you assimilate the programme into the support provision already in use as a means to improve the likelihood of clients successfully re-entering self sustaining independent living.

The Pathway programme will:

- equip single homeless men with the skills, knowledge, and resources necessary to move into their own homes and to sustain long term independent tenancies.
- include seminars, workshops and one to one support, designed to inculcate the skills and outlook necessary for independent living.
- instigate activities to improve the mental and physical health of single homeless men.
- place emphasis on the widespread dissemination of project reports to impact positively on the life prospects of homeless men throughout Northern Ireland.

If you feel you have the right values to work with Harmon1 and are seeking a rewarding and exciting new role, then we want to hear from you.

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|| Our legacy of compassion

Founded in 1878 as the Cripples Institute by the Mayor of Belfast, John Browne and his brother Thomas, we began delivering charitable relief through the distribution of coal during a harsh winter in difficult economic times. Evolving from mission halls the organisation was founded on deep Christian values and to this day, is rooted to the belief that everyone matters. With a myriad of services over the years the organisation has remained committed to delivering accommodation-based support and care to people who live with a disability or those who experience a societal disadvantage.

Known today as Harmoni, our longevity and heritage are the foundation for our adaptability. From the early years, children with physical disability were provided medical care, men and women experiencing homelessness were provided a place to live, employment and training and a bed to lie in. Adults with a disability were supported and cared for and offered respite, training and employment. Today those same qualities underpin our Stricklands Care Village Supported Living facility with 33 properties based in Bangor, and our emergency accommodation hostel for 59 men experiencing homelessness in Belfast.

Professionalism defines Harmoni's values-based approach. While our services each have their own regulated oversight, we hold ourselves to the highest standards delivering quality person centred, compassionate support and care to all. Our heritage provides a rich foundation upon which to build, in these challenging times in our society, it is our commitment that Harmoni will be able to do more of that which we are proficient in, for more of the people who need us.

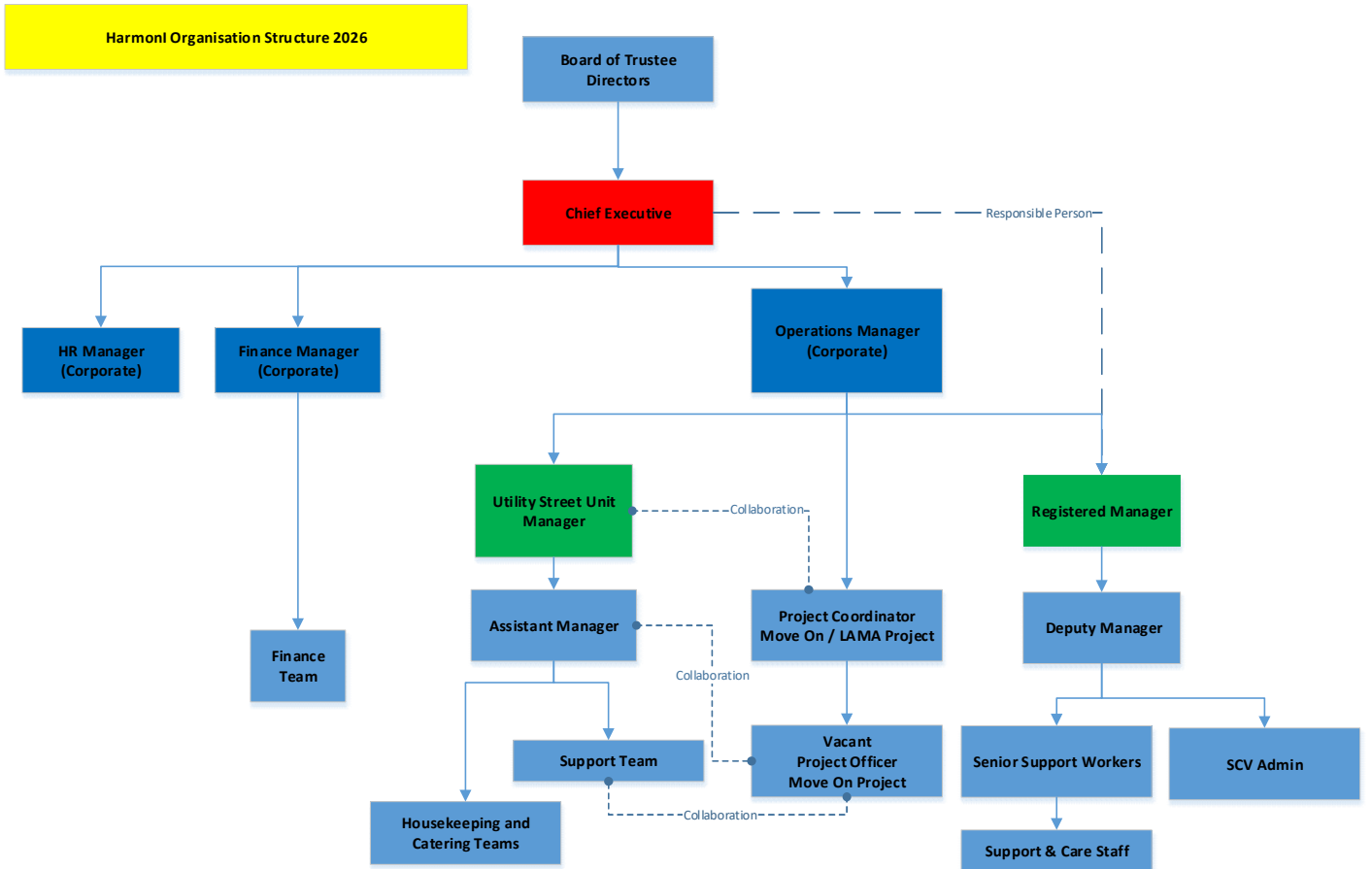
|| Our values

Our values are embedded in all roles and applicants should evidence their values as part of the application process:

- Dignity and respect
- Learning and reflection
- Working Together
- Commitment to quality care and support

You can find out more about our organisation by visiting our website:
<https://www.harmoni.org.uk/>

|| Organisation structure



Strategic Plan 2026 – 2030

Our Roadmap to Greater Impact



HARMONI

people + potential

harmoni.org.uk



|| Job description

Key Duties and Responsibilities

- **Organise, design, and deliver a programme to encourage** homeless men to become more confident, improve their quality of life including their mental well-being and give them the knowledge and skills necessary to secure and maintain permanent housing and employment.
- **Plan and evaluate** the programme with clients through discussing timetables, encouraging attendance, generating new project ideas, and acting as organiser e.g. for 'in-house' events and outings and providing feedback on project progress.
- **Assist in the production of outcome planning** for each participant which will assist men to document a personal plan against which progress can be measured.
- **Coordinate with key workers** to assist in the production of client's plans which may include: improved mental and physical health; combating addictions; relationships; training, employment or volunteer placements; encouraging community citizenship; finding and maintaining permanent tenancies.
- **Organising and engaging sessional workers to provide** an in-house programme designed to improve the client's physical health and mental health and which build personal resilience aimed at giving the clients the tools and coping strategies to improve their success rate at securing and maintaining a tenancy.
- **Signpost** to other support, services, and projects.
- **Assist in providing data to evaluate the programmes.** Ensure there are regular detailed updates on progress towards the pre-agreed goals, outcomes, and outputs every 6 months over the 5-year programme cycle. Including a final reporting piece which collates the positive outcomes for the clients who engaged.
- **Assist in the production of annual reporting as required by the NLCF.** The programme requires an annual report be submitted before the next year funding is released. Working with the Project Coordinator in a timely manner to ensure there is no delay to successive year funding allocations.
- **Organise** a means to celebrate and recognise achievement by the men along their personal pathway.

General Duties

- Provide day-to-day administrative support to ensure the smooth delivery of project activities.
- Assist in project communications, including social media updates and digital content.
- Assist in preparation of case studies and presentations.
- Support the Project Coordinator in maintaining effective relationships with relevant stakeholders.
- Gather feedback and review programme outcomes.
- Maintain own continuous personal development in agreement with line manager.
- Demonstrate a sound level of competency in IT.
- Be a proficient communicator at all levels.
- Ensure adherence to all Harmon1 policies and procedures.

Note: No job description can cover every issue which may arise within the post at various times. The job holder is expected to undertake, as required, any other duties compatible with the level and nature of this post and/or reasonably required by more senior members of staff.

Person specification

Specification	Essential	Desirable
A minimum of 4 GCSEs at Grades A-C including english and maths (or equivalent (QCF Level 2)	✓	
Second level qualification in a relevant field of study		✓
Demonstrable experience of working with people in a social or societal exclusion setting such as in a form of special housing, residential work, or another supportive environment.	✓	
Experience of working with people experiencing homelessness and/or vulnerable client groups within a hostel or supported housing setting.		✓
Demonstrable experience in the delivery of projects from design to successful implementation.		✓
A demonstrable ability to deliver in front of a group of individuals.	✓	
A demonstrable ability to tailor and deliver engagement at a level to suit the client group.	✓	
Be able to demonstrate the ability to deliver to individuals and groups not naturally given to periods of concentration or commitment.	✓	
Awareness of the legislative requirements for working with vulnerable adults.		✓
Genuine interest in helping vulnerable people to make changes in their life to move them towards independent living.	✓	
Proficiency in Microsoft Office Suite.	✓	
A caring, non-judgemental approach to working with homeless people.	✓	
Good problem-solving skills / ability to use own initiative.	✓	
Flexibility to work as required to the needs of the programme.	✓	
Demonstrate effective communication skills both verbal and written.	✓	
Ability to deal with difficult / crisis situations.	✓	
Demonstrate good situational awareness and the ability to mitigate risk factors appropriately for the client, others and self.	✓	
Full, clean driving licence.	✓	

NOTE THIS POSITION IS SUBJECT TO AN ENHANCED WITH BARRED ADULT LIST ACCESS NI CHECK. COPIES OF THE RELEVANT POLICY ON THE RECRUITMENT OF EX-OFFENDERS, HANDLING AND STORAGE OF DISCLOSURE INFORMATION AS WELL AS THE ACCESS NI CODE OF PRACTICE ARE AVAILABLE ON REQUEST. PLEASE NOTE THAT HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BE A BAR TO OBTAINING A POSITION WITH HARMONI.

|| How to apply

To apply for this role, please submit the following to heather.hanson@harmoni.org.uk:

- **A current CV**
All personal information will be removed before shortlisting
- **A statement to support your application**
Please outline, with examples, how your knowledge, skills, experience, and values meet the criteria for the role
- **Completed Fair Employment Monitoring Form**
This form does not form part of the shortlisting process and is retained separately
- **Details of two professional referees (including email address)**
One of which should be your most recent employer. Both must have knowledge of your work and be in a supervisory/management capacity. Referees will not be contacted unless you are successful at interview stage.

We will contact you to advise if you have been shortlisted for interview.