

SOUTHAMPTON CHURCHES

WINTER SHELTER

Volunteer Role Description

Overnight

9.15pm - 6.45am

Shift Leader

ROLE TITLE:	SHIFT LEADER - OVERNIGHT SHIFT (9.15pm – 6.45am)
RESPONSIBLE TO:	Venue Coordinator
MAIN PURPOSE OF ROLE:	To lead the other members of the Overnight Shift

TASKS (Minimum 4 volunteers – 2 male, 2 female)

- Arrive at the venue for 9:15pm
- Perform handover with Arrivals Shift Leader
- Lead briefing and prayers with all shift members
- Take charge of the Incident Book, deal with any complaints
- Call emergency services if required, and act as the main contact point
- Take decisions on eligibility of clients to stay in the shelter
- Prepare to sleep (1 male & 1 female on duty, 1 male & 1 female sleeping)
- Lights out at 11.00pm
- Cigarette breaks are permitted up to 11.00pm, but smoking is not allowed in publicly accessible buildings including church premises and therefore smoking must only take place in a designated safe area and where volunteers can maintain a visual on guests
- Deal with any disturbance during the night

PERSON SPECIFICATION

Essential

- Good team leadership skills
- Good communication skills
- Patient and encouraging
- Calm and patient, with a sense of humour
- Flexible

Desirable

- Experience of working with vulnerable adults or young people
- Experience of working with people from different cultures

GENERAL POINTS

- NB: Volunteers are **not** allowed to give out personal information (eg. mobile/landline numbers or addresses) to guests, for safeguarding reasons