**Relief Warden, Gosport -** Zero-hour contract

Are you someone who really enjoys making a difference by working with older people to maximise their independence and wellbeing?

If so, Thorngate Living, one of the UK’s leading almshouse charities, are seeking a self-motivated, caring and organised part-time Warden to join the Warden team. The successful candidate will be reliable and able to cover either one of our three Sheltered Housing schemes at Elizabeth Court, Thorngate Court and Melrose Gardens, all located in Gosport.

Reporting to the Housing Support Manager, the role is responsible for:

**Housing and building management** e.g. noting and reporting on the condition of the building and equipment, showing prospective residents around, managing the cleaner, the security of all buildings, liaising with Gosport Borough Council and other partner agencies to obtain and/or exchange information as required, monitoring resident’s compliance with the Licence and keeping accurate records.

**Support** e.g. when on duty or 'on call' to respond without delay to emergency calls, providing assistance and, if appropriate, keeping the residents next of kin informed, to check daily on residents, with minimum intervention, and to arrange and/or provide short-term assistance and support, to ensure residents have sufficient social activities on site and to facilitate these as required.

The Relief Warden will provide support to live in Wardens whilst they are, for example, on holiday which will attract daily hours of either 9-5pm, 9-1pm or 9-11am. On occasions the role may attract nighttime hours staying on site overnight on an ‘on-call’ basis.

We offer a pension scheme, a friendly working environment, attractive location and free parking.

If you are share our values, have relevant experience and are interested in this varied and challenging role during an exciting period of growth and development please download the job description from our website. All applications (either a completed application form from our website or a CV, which covers all aspects outlined in our online application form) should be emailed to jobs@thorngate.org.uk

Thorngate Living is an Equal Opportunities employer and welcomes applications from all sections of the community.

Personal applications only please.

**Person Spec**

Essential Criteria:

• A desire to work with older persons to maximise their independence and wellbeing

• A good understanding of Warden responsibilities

• Up to date knowledge of safeguarding

• Good IT, numeracy & literacy skills

• A “Can Do” attitude and a positive approach to problem solving

• Good communication skills

• A flexible approach to your working day

• Own transport, (car or moped) is essential, along with an appropriate clean driving licence.

Desirable Criteria:

• Experience of working in older persons sheltered or extra care services