

# APPLICANT pack

ACTIVITIES ASSISTANT





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# CEO WELCOME

As CEO of Langley Trust, I welcome you and thank you for your interest in working with us.

Langley is centred around the belief that everyone deserves another chance. We help people with convictions to transform their lives, promoting rehabilitation, preventing crime, and reducing re-offending.

We work with people of all faiths, and none, and believe that everyone is worthy of respect, no matter what their past looks like. Our work is challenging but so very rewarding for the right candidate and I invite you to look at the roles we have available.

They are varied and spread across the country, some with a requirement to be a practicing Christian, and many without. I am proud to say we are recognised within the Care, Justice and Housing sectors as an effective provider of services for vulnerable people who have convictions and who may have experienced failure with other placements.

I recognise that our staff and volunteers are the backbone of this organisation, helping clients on their transformation journey and providing care and support in keeping with Langley's values and Christian ethos. I am truly grateful for all that they contribute every day. I hope that this brief introduction to Langley and welcome from me inspires you to keep reading and find out more about working with us as we commit to seeing lives changed for the better.

Kind regards,

**Tracy Wild**  
CEO



# ABOUT LANGLEY

Langley Trust is a Christian charity providing supported housing, complex needs care through our registered care homes, programmes and support services in the community for people with convictions. For over 65 years we have been helping adult men and women (18+) with convictions to transform their lives and thrive, believing that **everyone deserves another chance**, and with the right support, is capable of change.

We are particularly skilled in working with people who are deemed 'hard to place' and those with complex needs. This includes individuals who are subject to MAPPA (Multi-Agency Public Protection Arrangements).

Across the UK, in 21 geographical urban and rural locations, we can accommodate up to 500 clients within our registered care homes, hostels, community-based houses, and an Independent Approved Premises (delivered on behalf of HM Prison and Probation Service), offering tailored support to meet individuals' needs.

During 2023/24 we worked with a total of 722 clients who needed supported housing. When we include complex care clients, and those who engaged with our other services such as finance, benefit and debt, and accommodation advice, the total number of clients who engaged with Langley rises to more than 1778 during that year.

## OUR VISION

is of a society where no-one is unfairly disadvantaged because of their past.

## OUR MISSION

is to support people with convictions so that they reintegrate into society, live crime-free and thrive.

## OUR VALUES

underpin the way everyone works at Langley

“

**I WAS MADE TO FEEL LIKE A PERSON BY LANGLEY AND THAT MADE ME BECOME A PERSON. IT'S NOT JUST ALL TALK, IT'S ACTUALLY REAL.**

Kevin  
Client



**LANGLEY TRUST values**

**CHRIST-LIKE**

**RESPONSIBLE**

**GENUINE**

**RESPECTFUL**

**VISIONARY**

**BIBLE REFERENCES**

Philippians 2.5 • Hebrews 6.11 • 2 Corinthians 8.21  
Matthew 7.12 • Jeremiah 29.11



# BENEFITS

## MYREWARD

FLEX



Pension-matched up to 8%  
Enhanced maternity pay



Up to 30 days plus bank  
holidays

Staff holiday flat



Flexible benefits package tailored  
to meet your individual need



Access to blue light card discounts



Smarthealth – free online  
GP service 24/7



Life assurance 3 x salary



Funded health cashplan

# 44

**I LOVE WORKING FOR LANGLEY BECAUSE REGARDLESS OF OUR DIFFERENT ROLES WITHIN THE ORGANISATION, WE ARE ALL UNIFIED BY ONE OVERARCHING aim – TO EXTEND LOVE, HOPE AND SUPPORT TO SOME OF THE MOST MARGINALISED PEOPLE IN OUR SOCIETY.**

Katie  
Staff

# LANGLEY TRUST SERVICES



## Complex Needs Care

- Ashdene - Wakefield
- Chatterton Hey - Bury
- House of St Martin - Taunton
- Longcroft - Lancaster
- Mariposa House - London
- Park View - Fleetwood
- The Knole - Cheltenham
- The Shrubbery - Kent

## Specialist Advice

- HMP Fosse Way - Leicester

## Supported Housing

- Box Tree Cottage (IAP) - Bradford
- Dorado - London
- Eliora - Bedfordshire & Northamptonshire
- Kadesh - Medway Towns
- Langdon (IAP) - Dorset
- Murray Lodge - Coventry
- Tekoa House - Rochdale

## Supported Housing places also at:

- Ashdene - Wakefield
- Park View - Fleetwood

# EXTERNAL RECOGNITION



The quality of our work has been recognised externally, including Investors in People Gold accreditation three consecutive times since 2016 and the prestigious Charity Times Award 'Charity of the Year' in 2018.

## IN 2023/24

- LaingBuisson 'Excellence in Specialist Care' Award – Winner
- Women in Housing Awards, 'Professional of the Year' – Highly commended

## IN 2024/25

- We were a finalist for Charity Times Awards 'Equity, Diversity and Inclusion Award'
- Won the Investors in People Award for 'Best Culture'.
- Awarded Investors in People Platinum

We hold ISO270001 accreditation and are a Level 2 Disability Confident Employer.

## ED&I

Equality, Diversity & Inclusion



In addition to being a Level 2 Disability Confident Employer, Langley is proud to have established 4 Staff Networks since 2022:



True2Me – enabling those with a shared LGBTQIA+ identity to meet and think about the issues that are relevant for them.



Connect More – representing our younger workforce



Women of Wisdom (WoW) supporting women within Langley

## TOGETHER

Together – celebrating and supporting ethnically diverse staff



My Brother's Keeper - Our Men's Network, bound by faith and shared values

# TEKOA HOUSE

Rochdale

Tekoa House is a 27-bed property providing accommodation and housing related support for homeless men who have offended or who are at risk of offending, so that they can be enabled to live independently and reintegrate into society.

## FACILITIES

- 27 beds in the main house
- Full-board catering and tea/coffee stations
- Single bedrooms with shared communal spaces
- 24-hour staffing
- Person-centred support from experienced support workers
- Move-on beds in the community also available





## LOCATION

Located within walking distance of Rochdale Town Centre, in a quiet non-residential area.

## SECURITY

Locks on bedroom doors and CCTV in operation in all communal areas. Double cover staff at all times including waking security night staff.

## OTHER INFORMATION

The service also acts a hub to manage 10 units of dispersed accommodation within a 5-mile radius.

## STAFFING

24/7 staffing with a team that consists of a Project Manager, Support Workers, Waking Night Staff, a Housing Officer, Administrator and Cooks.

## SUPPORT PROVIDED

Tekoa House is an accommodation-based service providing phased one-to-one client support to reduce reoffending, risk and anti-social behaviour. Each client has their own support plan to include things such as tenancy sustainment, debt management & budgeting, substance misuse, and managing mental health. Staff also help clients find education, training, volunteering and employment opportunities as well as supporting them towards permanent, independent living.

The project also has a signposting service for men to access specialist support at the hostel or in the community.



## ELIGIBILITY

Adult males, aged 18 and over, who are homeless and have offended, or are at risk of offending. With a priority for men who have local connections to Rochdale.



## EXCLUSIONS

Referrals are considered on a case-by-case basis with partner agencies (including MAPPA). MAPPA 3 offenders are not accepted.

# JOB DESCRIPTION

<b>JOB TITLE</b>	Activities Assistant
<b>WORKPLACE</b>	Tekoa House
<b>HOURS</b>	Flexible to suit volunteer
<b>ACCOUNTABLE TO</b>	Service Manager
<b>JOB PURPOSE</b>	To engage clients in activities which will help to improve their health and wellbeing, develop their interests, teamwork and social skills that will help with their integration into the community.

## KEY RESPONSIBILITIES

(This list is not exhaustive but is indicative of your main areas of work)

**Working under the direction of the Service Manager /Deputy and other staff members:**

1. Liaise with clients and staff, establish activities which the clients would like to join in with.
2. Help to run group activities in the hostel, e.g. video game tournaments such as Fifa; film afternoons/ evenings, board games, quizzes, chess etc.
3. Research activities that are running in the community that clients can participate in.
4. Maintaining Professional Boundaries whilst engaging with clients.
5. Work with the Project to arrange social events for clients.
6. Assist clients in maintaining a Healthy lifestyle through activities.
7. Report back to Service Manager or staff team about client engagement.

## KEY INDICATORS FOR ROLE

1. Motivated to help others and disadvantaged groups.
2. Team player
3. Non- judgemental – relates well to people of any background.
4. Creative, friendly and enthusiastic.
5. Great communication skills – able to communicate with an all-male group differing in age in a caring and respectful manner.
6. A willingness to support clients to participate in activities and to help them to explore their interests.

# APPLICATION PROCESS

If you would like you to find out any more about the role, please contact us on [volunteermanager@langleytrust.org](mailto:volunteermanager@langleytrust.org).

To apply, please submit an application on the Langley Trust volunteering page that can be found here [langleytrust.org/volunteer](http://langleytrust.org/volunteer)