

Job role: Befriending Officer (24-month contract)

Reference: BO2018BAR

Location: Dearne, Barnsley

Salary: £20,138 per annum, pro rata (plus mileage allowance) on 30 hours per week contract (22.5 days annual leave incl. Bank Holidays and 2% pension contribution)

Application deadline: Monday 20th August at 12pm GMT (midday)

Start date: 17th September 2018

Overview:

B:Friend (registered charity number: 1171148) pairs volunteer befrienders with socially isolated older neighbours to visit once a week for a cuppa and a chat. We aim to reduce loneliness among older members of the community and have an impact on secondary outcomes of isolation including onset of dementia, depression and hospital readmission.

Along with 1:1 befriending, *b:Friend* host weekly *Social Club* sessions offering peer support and group activities for the community. Activities vary from guest speakers, to craft sessions, to quizzes and games – all with the intention of engaging older neighbours who face social isolation.

Funded by the Barnsley Council and Nesta.

Job description:

Delivering the 1:1 befriending project, this role will require regular travel across the Dearne area to meet with volunteers, older neighbours and facilitate pairings. The Befriending Officer will be the first-contact for the 1:1 befriending project and provide support for our volunteers and older neighbours.

This post will also deliver and oversee two Social Club groups each of which are two-hours in duration. Activities, events and away-days will be planned and delivered by the Befriending Officer, and sessional staff, at Social Clubs which provide older neighbours, across the Dearne area, the opportunity to socialise once-a-week.

The successful candidate will:

- Lead the delivery of the 1:1 befriending project
- Manage the day-to-day relationships with new and existing organisational stakeholders
- Be jointly responsible for designing and delivering two Social Clubs per week
- Support the delivery of other Social Club groups across the Dearne area
- Administer our vital registers and records which track attendance, interactions, relationships and group activities along with demographic data
- Communicate regularly with volunteers through high quality email, text and other digital media channels, and older neighbours by phone and in person
- Talk passionately about our social clubs and the rest of our work at our regular induction evenings for new volunteers

- To carry out requests for references and Criminal Records Bureau checks.
- By facilitating initial introductions and providing on-going support (if required) in conjunction with the manager of the specific project.
- To be an effective community fundraiser supporting income generation targets
- To raise public awareness on issues relevant to the community and older people, publicise information and promote opportunities for older people to be involved in campaigns, consultations and community affairs

Specific responsibilities

This is a varied and dynamic role in which you will work with various stakeholders fundamental to the success of b:Friend.

We are therefore looking for an all-rounder: a real people-person with a warm, open personality and someone wanting to make a lasting contribution to a growing charity working on one of the defining issues of our time:

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	IDENTIFIED
Qualifications	<ul style="list-style-type: none"> > Excellent level of written English and Mathematics (GCSE grades A-C or equivalent required) > Good working knowledge of Microsoft Office and the Internet 	<ul style="list-style-type: none"> > Undergraduate degree in relevant field (or equivalent) > Good understanding of social media platforms 	Application form
Education/training	<ul style="list-style-type: none"> > At least one-year experience working with people in the community, ideally older people. 	<ul style="list-style-type: none"> > Social care, nursing, therapy or medical training > Safeguarding adults 	Application form Interview
Specialist experience	<ul style="list-style-type: none"> > Understanding of the detrimental impact of social isolation specifically for people over the age of 65 and the associated strategies, policies and priorities locally and nationally. > At least one year's work experience which has included direct contact with the community, ideally with older people > Work for/involvement in a voluntary or community group (paid or unpaid). > Project development and initiatives > Experience and demonstrable understanding of the voluntary and community sector 	<ul style="list-style-type: none"> > Existing experience working with local organisations > Local stakeholder network 	Application form Interview
Circumstances/personal	<ul style="list-style-type: none"> > Eligible to work in the UK > Ability and willingness to work flexibly outside normal office hours when required > Ability to attend meetings at short notice across the district > An Enhanced DBS disclosure is required for this post. 		Application form Interview
Skills	<ul style="list-style-type: none"> > Excellent communication, presentation, advocacy and influencing skills > Ability to work and be motivated on own initiative 	<ul style="list-style-type: none"> > Possess a valid driving license and have the use of a car for work purposes 	Application form Interview

	<ul style="list-style-type: none"> > Ability to demonstrate effective team working skills > professionally agile, and able to adapt to the rapidly changing needs of a family of small but growing charities operating in a volatile time > Effective organisational and time management skills, both in terms of own work and supporting the work of others. > Enjoy working with people in all their diversity and displays an empathy and understanding of their lives > Displays an understanding and appreciation of the value of volunteers. > An understanding and commitment to the principles of equal opportunities. > have a strong awareness of cultural and societal diversity > encapsulate the b:Friend ethos by relating to young professionals and older neighbours simultaneously 		
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How to apply:

To apply for this role please email info@letsbfriend.org.uk quoting job reference BO2018BAR.

Please submit your CV and a cover letter explaining your strengths and motivation for applying for this position.

Application deadline: Monday 20th August 2018 at 12pm GMT (midday)

Interview date: 30th August 2018

Please return your documents no later than the dates and times referenced above as applications received after this time will not be considered.