



South Yorkshire
FIRE & RESCUE



Job role: Part-time Befriending Coordinator (21 hours per week), contract until March 2020.

Reference: BC2018SYFR

Location: Doncaster

Salary: £16,360 per annum, pro rata (plus mileage allowance). 21 hours per week (17 days annual leave incl. Bank Holidays and 2% pension contribution)

Application deadline: Thursday 6th December at 5pm GMT

Interview date: w/c 10th December 2018

Start date: Monday 14th January 2019

Overview:

b:Friend (registered charity number: 1171148) pairs volunteer befrienders with socially isolated older neighbours in the area by visiting 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 admission/readmission.

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

This project is made possible by a grant from the Stronger Safer Community Reserve of South Yorkshire Fire and Rescue service.

Job description:

The part-time *Befriending Coordinator* will be responsible for delivering an exciting project to support the reduction of social isolation for older neighbours across South Yorkshire.

The role requires creativity, a positive approach and an understanding of the problem of social isolation among older neighbours. Over the duration of the project, this role will be integral to the growth of the organisation focusing on a project that will deliver impact to socially isolated older people in the geographic area. We are looking to recruit someone with innovative ideas and a passion to make a change in our society.

The successful candidate will also support the delivery of an innovative digital project, coordinate advancements in volunteer recruitment networks and assist management with the strategic growth of the *b:Friend* model.

The part-time *Befriending Coordinator* will also deliver a number of weekly *Social Club* groups over the project period.

The successful candidate will:

- Pair volunteer befrienders with isolated older neighbours in South Yorkshire

B:Friend is an equal opportunities employer and welcomes applications from all sections of the community. If you require information to be sent to you in an alternative format please let us know by contacting us directly: info@letsbfriend.org.uk

- Deliver creative and engaging Social Club sessions
- Manage day-to-day relationships with a development agency and other key stakeholders
- Deliver statistical and anecdotal reports on the performance of the project
- Support the strategic growth of the charity
- Administer registers and records which track attendance, interactions, relationships and group activities along with demographic data
- Coordinate the development of a digital project
- Talk passionately about our social clubs and the rest of our work at our regular induction evenings for new volunteers
- To support with community fundraising to help reach charity's income generation targets
- To perform outreach in the community (online and offline) allowing *b:Friend* to reach individuals most needing befriending support.
- Outreach (both on and offline) to identify individuals that could benefit from our project

Specific responsibilities

This part-time role requires a strong understanding of digital platforms, an ability to liaise effectively with stakeholders and excellent organisation skills to coordinate varied tasks.

The charity is flexible in terms of how the 22-hour per week are allocated but they must cover key periods (eg. Social Club delivery, office hours for client liaison) and may include some early evening hours (5pm-7pm) on occasions.

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 website development and social media platforms 	Application
Education/training	<ul style="list-style-type: none"> > At least one-year experience working with people in the community, ideally older people. > Knowledge of Data Protection law (understanding of GDPR) 	<ul style="list-style-type: none"> > Safeguarding adults > Data Protection 	Application 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. > Work for/involvement in a voluntary or community group (paid or unpaid). > Project coordination experience 	<ul style="list-style-type: none"> > Existing experience working with local organisations > Local stakeholder network > Experience managing staff and/or volunteers 	Application Interview

	<ul style="list-style-type: none"> > Experience and demonstrable understanding of the voluntary and community sector > Experience collecting and reporting impact data 		
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. > Possess a valid driving license and have the use of a car for work purposes 		Application Interview
Skills	<ul style="list-style-type: none"> > Excellent communication, presentation, advocacy and influencing skills > Ability to work and be motivated on own initiative > 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 		Application Interview

How to apply:

To apply for this role please email info@letsbfriend.org.uk quoting job reference BC2018SYFR. Please submit your CV and a cover letter explaining your strengths and motivation for applying for this position.

Application deadline: Thursday 6th December at 5pm GMT

Interview date: w/c 10th December 2018

Start date: Monday 14th January 2019 *Please return your documents no later than the dates and times referenced above as applications received after this time will not be considered.*