

NORTH BERWICK COASTAL COMMUNITY CONNECTIONS

Job Specification for the Role of

Befriender Co-Ordinator

8 hours per week for an initial period of 3 months subject to review of funding with possibility of extension thereafter, rate of pay £14.00 per hour

North Berwick Coastal Community Connections (NBCCC) are looking for a Befriender Co-Ordinator, initially to work from home; they will work alongside and report to the Project Officer.

NBCCC was set up in June 2019 by the North Berwick Health and Wellbeing Association, its motivation being to engage with people experiencing the impact of loneliness. NBCCC has recently been awarded charitable status.

The focus of NBCCC is to help members to manage anxiety and to re-engage with the community through social contact and kindness. Some people find it difficult, for any number of reasons to engage with the community, they can then become lonely and feel isolated. COVID has added additional barriers and, for some people, the prospect of leaving their homes is extremely daunting. For this reason, NBCCC will be providing specific support on a one to one basis to a number of people and we require someone to join our small team to manage referrals, assess need and match people with volunteers where appropriate.

MAIN PURPOSE OF ROLE:

- Work closely with the Project Officer to manage referrals.
- Recruitment, induction, and support of volunteers.
- Undertake initial assessments.
- Match people to volunteers for face to face and/or telephone contact.
- Maintain records.
- Adhere to Safeguarding and Duty of Care Policies and Procedures.
- Ensure a robust system is in place for volunteers undertaking Lone Working in line with policy.
- Provide regular individual support to volunteers.
- Liaise with Health and Social Care professionals as required.
- Provide a regular work report to the Management Committee

2. RESPONSIBLE FOR:

Members and volunteers

3. KEY OBJECTIVES:

To re-integrate people into the community by assessing individual need, matching the person with a volunteer, and providing support to the volunteer. The desired outcome is for the member to gain confidence and eventually disengage. The Befriender Co-Ordinator will be expected to review, measure and report outcomes.

Adhere to policies & procedures of the project including those relating to Safeguarding and Duty of Care.

To undertake statutory and mandatory training to meet the requirements of current legislation.

To attend in-house and external training courses as identified by the line manager.

4 SUPERVISION and ACCOUNTABILITY

To comply with supervision policy which includes regular supervisions with the Line Manager.

5. CONFIDENTIALITY

All staff must respect the confidentiality of any matters they may learn in the course of their duties relating to members, staff, and the general public as well as matters of business concerning the project.

6. PREVIOUS EXPERIENCE

We would welcome applications from people with a professional background in Health and Social Care, and relevant qualifications, in either the statutory or voluntary sector. Previous experience of managing volunteers or staff would be an advantage as would experience working in Mental Health projects.

7. EQUAL OPPORTUNITIES STATEMENT

NBCCC welcomes diversity in the people we provide a service to and in our workforce. Diversity is not just seen as something to aim for but as something to be valued and an asset in delivering different services to different people.

NBCCC recognises that certain groups and individuals are discriminated against in society and is committed to ensuring that equal opportunity becomes an integral feature of all its activities.

All employees are required to comply with NBCCC's equal-opportunities policy.

The duties and requirements in this job description are not exhaustive and amendments and additions may be required in line with future policy changes.

Please send your CV and a covering message outlining your reasons for applying to Hilary@northberwickhealthandwellbeing.co.uk

Closing date for applications is Friday 22 January 2021

Further information on the work of North Berwick Coastal Community Connections and the Befriender Co-Ordinator role can be obtained from Carol Stobie, Project Worker-
Phone: 07940 203380

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