

Job Details

Job Title: Befriending Coordinator	Hours: 0.6 FTE 21 hours per week
Salary: From £32,004 per annum plus 7.5% Pension Contribution - pro rata	Location: Based at the Tain Community Campus Gro For You Project, Tain and at home.

Responsible and Accountable to

The Senior Coordinator

Job Outline

This post is funded for two years by the Community Mental Health and Wellbeing Fund. It is part of a joint project with For You Training, based in Tain, Easter Ross. The project is called Befriend and Gro.

The post holder will be a member of staff of Befrienders Highland Ltd (BHL) and will be managed by the Senior Coordinator of Befrienders Highland. The post-holder will be co-located at the Tain Community Campus with the Gro For You Project staff and will work in partnership with the Gro For You Team.

The Coordinator will be expected to:

- Develop and manage befriending services across the Tain and the wider Easter Ross area so that they are safe, reliable and beneficial for BHL's Friends and Volunteers
- Manage a caseload of friendships providing appropriate support for Volunteers
- Recruit, train, develop and support new and existing Volunteers
- Assist the Senior Coordinator to develop befriending services and work with other team members to maintain and develop high quality services
- Work with a 'recovery focused' approach in relation to mental ill health
- Develop our future face to face befriending service in the Highlands
- Develop and help to deliver a programme of group work activities in partnership with the Gro For You Project Team

Duties:

- To recruit, select and train suitable Volunteer Befrienders
- To liaise with referring agencies and assess the needs and suitability of people interested in being befriended
- To establish, support and manage befriending relationships, through the Volunteers
- To facilitate and maintain appropriate boundaries in friendships
- To foster high quality friendships in the managed relationships
- To support, develop and manage Volunteers providing appropriate additional training as required
- To record and report information about the services as required, e.g. progress reports and financial information, using the appropriate BHL recording policies
- Process Protection of Vulnerable Group applications for new and existing Volunteers
- To support and run other activities for Friends and Volunteers i.e. group work or group activities as required
- Work in collaboration with the Gro For You Project Team to develop appropriate services as relevant for BHL's Friends and Volunteers

General Responsibilities:

- To act in ways which further the purposes of BHL, including working effectively as part of a small team and in collaboration with Gro For You
- To plan, prioritise and manage your workload
- To prepare for and attend relevant meetings
- To take part in staff supervision and training as appropriate
- To help to maintain the BHL website and updating of social media as appropriate
- To liaise with and develop effective working relationships with other agencies and individuals to develop communication, relationships and further the aims of the service
- To understand and work in accordance with BHL's policies including: safeguarding, equal opportunities; data protection; confidentiality; health & safety
- To maintain standards of good practice expected within the mental health field and the voluntary sector
- To collaborate with and work jointly with the Gro For You Project Team as required
- Any other duties as agreed with BHL Management

	<u>Essential</u>	<u>Desirable</u>
Personal Attributes	<p>A warm genuine positive approach to others and excellent communication skills</p> <p>The ability to handle stress and stressful situations, and to support others to do so</p> <p>Ability to work as part of a team and build effective relationships with others</p> <p>Self-motivated with the ability to motivate others</p> <p>Patient and calm personality</p> <p>Personal resilience</p>	
Professionalism	<p>Ability to manage and coordinate own workload, and to manage a small group of volunteers</p> <p>Understanding of the importance of policies and boundaries within own workload and role</p> <p>Understand and work well with the mechanism of support and supervision</p> <p>Work independently but also as part of a small team</p>	

Befrienders Highland Ltd is committed to an Equal Opportunities Policy and welcomes applications from all people regardless of age, gender, marital status, nationality, race, disability (physical or mental), sexual orientation or religion.