

**Lead Scotland  
Volunteer Role Description:  
Fife Volunteer Befriender (Adults)**



Role Title:	Volunteer Befriender (Adults)
Responsible to:	Befriending Co-ordinator/Volunteer Manager
Where (Location):	Fife
Time commitment:	2-3 hours per week/fortnight (to suit volunteer)
Role description:	<p>Lead Scotland's Fife Befriending project is a service is for adults (16+) and older people in Fife who feel isolated, lonely or disconnected, perhaps as a result of disability, ill health or other circumstances.</p> <p>Lead Scotland Fife Volunteer Befrienders provide one to one support to enable adults and older people to improve their confidence, to try new activities and to make more connections with their communities and local services. Volunteers do not need to have any qualifications as full training and support will be given.</p> <p>Being a befriender means making a real difference to someone's life. Activities could be going for a short walk together, going for a tea/coffee in town, finding a local activity or simply spend some time having a chat in the person's home. Befrienders carry out a purely social role and do not undertake any personal care or domestic duties.</p> <p>Volunteers are matched with a suitable service user – a 'befriender'. The project covers Fife and volunteers will be matched with someone within easy travelling distance. The meetings may be in the person's home or out in the community.</p> <p>A variety of factors are considered in the matching process, including where both parties live and their interests. Each match will be for 4-6 months, depending on the needs of the person receiving support, though the support can be extended if both the volunteer and befriender agree.</p>
Main tasks:	<ul style="list-style-type: none"> <li>• To make a regular agreed commitment to the project: 2-3 hours per week or fortnight</li> <li>• To meet with the befriender at an agreed time and place</li> <li>• To develop a positive and supportive relationship with the befriender but not create a dependency</li> <li>• To support the befriender to investigate local activities or community resources, depending on their interests</li> <li>• To adhere to Lead Scotland's policies and procedures; including Health and Safety, Lone Volunteering, Confidentiality, Equality and Diversity</li> <li>• To work within the Lead Scotland Befriending Boundaries Agreement</li> <li>• To complete a monthly record of hours of volunteering and activities</li> <li>• To maintain contact with the Volunteer Manager to discuss progress and any concerns</li> </ul>
Benefits to the volunteer	<ul style="list-style-type: none"> <li>• Meet new people</li> <li>• Make a real difference in the local community</li> <li>• Training opportunities</li> <li>• Add value to CV (many volunteers have gained or changed employment by volunteering with Lead)</li> <li>• Receive of out-of-pocket expenses</li> </ul>

	<ul style="list-style-type: none"> <li>• Volunteer flexibly around other commitments</li> <li>• We can provide a reference to a future employer</li> <li>• Feel valued as part of the Lead team</li> <li>• Have fun!</li> </ul>
Required skills, qualities and experience	<ul style="list-style-type: none"> <li>• Minimum age: 18</li> <li>• A warm and friendly personality, good communication skills, reliable, able to maintain confidentiality, empathy and understanding, able to respect other people's life choices, values and beliefs.</li> <li>• Able to work independently with regular contact with the Volunteer Manager</li> <li>• Minimum commitment of 6 months, approx. 2-3 hours per week or fortnight</li> </ul>
Any other Requirements	<ul style="list-style-type: none"> <li>• PVG (Protecting Vulnerable Groups) Scheme membership – Lead Scotland will apply to the PVG Scheme on behalf of the volunteer. There is no charge for this.</li> <li>• Character references from 2 people (not family) who have known the volunteer for more than 6 months</li> </ul>
Training and support	<ul style="list-style-type: none"> <li>• Volunteers will receive induction training (in Fife) before being matched with a person requiring support.</li> <li>• Ongoing support and supervision, including regular reviews and informal chats, will be given by the Volunteer Manager, who will also ensure that the volunteer can access any training to help them in their role.</li> <li>• Volunteer get-togethers are arranged at least every 6 months to give volunteers a chance to meet, chat about their experiences and share stories</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>• Volunteer out-of-pocket expenses, including travel, will be paid by Lead Scotland.</li> <li>• Expenses are generally paid monthly but can be paid more often if required</li> </ul>
Recruitment process	<ul style="list-style-type: none"> <li>• Contact the Volunteer Manager, by phone or email, for further information and an application form and self-declaration form</li> <li>• Complete the application form and have an informal chat on phone with the Volunteer Manager</li> <li>• Attend an informal interview and answer a number of questions to help determine suitability and apply for PVG membership</li> <li>• Attend training</li> <li>• There will be a trial period of 3 months after being matched with a befriender.</li> </ul>
Organisation	<p>Lead Scotland, is a voluntary organisation set up in 1979 to empower disabled young people and adults and carers across Scotland to access learning opportunities. In response to growing demand for befriending support in Fife, the Befriending project started in December 2015 and is funded by the <i>Health and Social Care Integration Fund</i>.</p> <p>To find out more about Lead Scotland, have a look at <a href="http://www.lead.org.uk">www.lead.org.uk</a>  'Like' us on Facebook at <a href="http://www.facebook.com/likeleadscotland">www.facebook.com/likeleadscotland</a>  Follow us on twitter @leadscot_tweet</p>
Contact details	<p><b>Louise Andrée</b>, Fife Befriending Co-ordinator/Volunteer Manager  Tel: <b>07950 771875</b>  Email: <b>landree@lead.org.uk</b></p> <p>Alternatively, contact <i>Lead Scotland</i> head office in Edinburgh on:  <b>0131 2296941</b> or <b>enquiries@lead.org.uk</b></p>

