**Job Description**

**Role Title** Befriending Coordinator – Fife (Adults/Older People’s Project)

**Conditions**  Part-time 21 core hours per week (with scope for additional hours subject to funding)

**Terms** £22,765 to £25,349 (pro rata), pension, expenses, 25 days annual leave plus 12 days public holidays per annum (pro rata). Fixed term initially until Dec 2022. This post is funded by a recurring annual grant, subject to meeting funder objectives.

**Role Purpose** Deliver activities defined by our Befriending Project in Fife, including provision of support for adults and older people who are socially isolated, lonely or disconnected, as result of barriers arising from disability, ill health or other circumstances. To increase wellbeing, enable participants to forge positive relationships and access opportunities to participate and feel more connected to their communities. Work closely with a range of partners and referral bodies to deliver a person-centred befriending service, in accordance with agreed objectives for every person.

**Location:** Home based Fife

**Disclosure:** This is regulated work and will require a PVG.

**Organisation** This post is line managed by a member of the management team and works with colleagues including the Engagement and Fundraising Officer and other Learning and/or Befriending Coordinators across Scotland.

**Responsibilities**

1. Provision of a befriending service for disabled adults and older people aged 16+.
2. Support people to co-design accessible activity plans, which meets their self-defined goals, and to undertake a regular review of progress.
3. Contribute towards the development of policies and procedures for the project.
4. Adopt an efficient blended approach of remote and face to face support which includes travel to meet with participants, volunteers and partners.
5. Maintain effective digital records and project monitoring activities,

using Lead’s paperless digital platform. This includes the measurement of key performance indicators.

1. Effective report writing, including completion of monitoring reports to funders and production of impact case study evidence and evaluation reports.
2. Function as part of the regional team and liaise effectively with the national team.
3. Work effectively with Lead Scotland’s stakeholders, including funders and partners.
4. Represent Lead Scotland effectively at external events and as part of national consultations.
5. To be aware of, and work within, national and local strategies, legislation and policies relevant to disabled adults and older people, within the context of the aims of the project.
6. Recruit, induct and support a bank of volunteer befrienders who can be matched with disabled adults and/or older people, depending on areas of interest and need, working within the Investors in Volunteering quality standard.
7. Actively market the befriending project across the Fife area to raise awareness of the service, to maintain and develop referral pathways to target those hidden from view.
8. Provide transition support for project participants to progress beyond the service, working with partners to enable a joined-up approach to delivery and to ease transitions between services.
9. Any other reasonable duties as directed by the Regional Development Manager South or the Chief Executive Officer to ensure that Lead Scotland meets its obligations.

**Expected Outcome**

The delivery of an efficient, effective and targeted befriending service across the Fife area which enables disabled adults and older people to flourish and meets the outcomes and target numbers agreed with the funder.

Key deliverables include; achieving improved outcomes and positive change for disabled adults and older people, with a positive impact on their families and communities, as follows:

* People at risk of being isolated are more connected to their community.
* Befriendees have increased wellbeing.
* Befriendees have more opportunities to participate.
* Befriendees have more positive relationships (quality and/or quantity).
* Volunteer befrienders feel more involved in meaningful activity.

**Person Specification**

**Post Title: Befriending Coordinator**

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|  | **Essential** | **Desirable** |
| **Education/ Qualifications/ Training** | * Can demonstrate having very good digital skills. * Holds a professional qualification (e.g. Community Development, Social Care or equivalent by experience. | * Commitment to continuous professional development review. |
| **Experience/**  **Knowledge** | * Experience of working one-to-one with disabled adults or older people experiencing a range of barriers to participation and community engagement to gain positive outcomes. * Experience of action planning and goal setting. * Commitment to disability equality, rights of disabled adults and older people. * Coordination experience of delivering wide reach projects. * Understanding/experience of person-centred approaches to delivery and commitment to using a person-centred approach. * Experience of working with and training volunteers. | * Understanding of working in the third sector. * Volunteer management experience. * Previous experience of designing and tailoring individual support plans. * Knowledge of disabled adults and older people’s rights. * Track record as an advocate of equality. * Understanding of policy landscape for disabled adults and older people. |
| **Skills/**  **Abilities** | * Excellent interpersonal, communication and listening skills. * Ability to engage disabled adults and older people who may lack confidence. * Proven self-starter - ability to use own initiative and work under pressure as part of a team. * Excellent organisational skills, ability to organise and prioritise work. * Ability to record, monitor and evaluate work. * Creative, flexible and receptive to change. * Solution focussed approach to problem-solving. * Be motivated and able to motivate others. * Holistic approach/non-judgemental. | * Group-work skills. * Report writing. * Experience of developing and maintaining a network of key project contacts. |
| **Additional** | * Clear PVG check. * Full driving licence and access to a car. * Willingness to undertake afternoon, evening and weekend work on occasion, flexing the service around project participants’ needs. |  |

Lead Scotland is an organisation centred on people. As such we support a nurturing and flexible environment for our service users and staff. We encourage empathy, sensitivity and enthusiasm to ensure our continuous commitment to equality and diversity. Your ability to use your initiative to adapt to others’ needs and to bring a calm approach to your professional delivery and support will ensure that your personal attributes are clearly aligned with this role.