# Job Description

**Role Title** Befriending Coordinator – Fife Young Carers project

**Conditions** Part-time (21hrs pw) and initially fixed contract for 12 months.

**Terms** £23,917 (pro rata); pension; expenses; 25 days annual leave plus 12

days public holidays per annum (pro rata).

**Role Purpose** To promote and deliver our Fife-wide befriending service which will support young carers aged 12 to 18 years of age. To recruit, train and support a network of volunteer befrienders who will be matched with the young carer for dedicated 1:1 befriender support. The post holder will work closely with a range of key partner organisations which all share a person-centred approach to delivery.

**Location:** Home based in Fife with frequent travel throughout Fife area.

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

**Organisation** The postholder reports to the Befriending Services Manager and works with colleagues including the Engagement and Fundraising Officer and other Learning and/or Befriending Coordinators across Scotland.

**Responsibilities**

Frontline work

* Raise awareness of the service, develop referral pathways and target young carers hidden from view
* Assess young carers’ referrals
* Support young carers to set up their own accessible activity plans, in line with their Young Carer Statement, arrangingappropriate activities/opportunities.
* Recruit, train and support a bank of befriending volunteers
* Match the volunteers with the young carers, depending on areas of interest/ need, working within Investors in Volunteering quality standard.
* Provide transition support for young carers within the project to progress beyond the service
* Travel to young carers, volunteers, and partners, as required.

Organisational work

* Maintain effective record keeping and monitoring key performance indicators using Lead’s digital platform.
* Contribute to writing monitoring reports and case studies for Lead and our funders

Wider context work

* Maintain positive working relationships with the befriending team, other Lead teams and Lead’s stakeholders such as funders and partners, in particular Fife Young Carers.
* Represent Lead Scotland effectively at external events and as part of national consultations, as required.
* Be aware of and work within the context of national and local strategies, legislation, and policies relevant to young carers and the project.
* Any other reasonable duties as directed by the Befriending Services Manager or the Chief Executive to ensure that Lead Scotland meets its obligations.

# Expected outcomes

The aim of the project is to deliver a targeted befriending service across the Fife area which enables young carers to flourish. The service will enable young carers to access activities within their communities, giving them a break from their caring responsibilities and supporting their mental health and wellbeing. Key deliverables include achieving positive changes for Young Carers, families, and the wider community.

**Person Specification** **Post Title: Befriending Coordinator**

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **Education/ Qualifications/ Training** | * Commitment to continuous professional development
 | * Professional qualification (e.g., Community Development, Social Care or Youth Work qualification or equivalent by experience)
 |
| **Experience/****Knowledge** | * Experience of enabling vulnerable children and young people to reach their potential
* Experience of action planning and goal setting
* Experience of handling personal data and records
* Commitment to disability equality, rights of children and young people
* Coordination experience of developing/ managing projects/ initiatives
* Understanding of person-centred delivery
* Understanding of child development
 | * Experience of working with young carers
* Understanding of working in the third sector
* Knowledge of children and young people’s rights and the legal implications of working with young people (GIRFEC)
* Understanding of policy landscape and current trends of young carers
* Experience of working with/training volunteers
 |
| **Skills/****Abilities**  | * Ability to use own initiative
* Excellent interpersonal, and listening skills
* Confidence in communicating one to one and with groups. \*
* Ability to engage children and young people who may lack confidence
* Ability to use own initiative and work under pressure as part of a team
* Excellent organisational skills, ability to organise and prioritise
* Ability to record, monitor and evaluate work
* Very good digital skills (e.g. Social Media and Microsoft packages)
* Enthusiastic and positive approach
* Creative, flexible, and receptive to change
* Solution focussed approach to problem-solving
 | * Report writing
* Experience of developing a network of contacts who can further support children and young people
* Group-work skills
 |
| **Additional** | * Clear PVG check.
* Full driving licence and access to a car
* Willingness to undertake afternoon, evening, and weekend work, flexing the service around the needs of young carers
 |  |

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

\*In the context of this role, communicating involves:

* written communication via email.
* Telephone conversations with colleagues, partners, volunteers, and befriendees.
* Online communications using different platforms including Zoom and MS Teams, with colleagues, partners, befriendees, and volunteers.
* In-person conversations with befriendees, volunteers, colleagues, and partners.
* Occasional opportunities to present information to colleagues, volunteers, and partners using a medium that works for you, which could include flipcharts, Canva/PowerPoint/Slido etc, video, recorded spoken word, or spoken word/sign language as required.