



Job role: Befriending Officer (contract until March 2021)

Reference: BO2019TNL

Location: Doncaster – working across South Yorkshire

Salary: £21,600 – 23,000 pa (plus mileage allowance) based on 37.5 hours. Holiday entitlement is 28 annual leave days inclusive of Bank Holidays and 2% pension contribution.

Application deadline: Monday 18th March 2019 at 12pm GMT (midday)

Interviews: w/c Monday 25th March 2019

Overview:

b:friend (registered charity number: 1171148) pairs volunteer befrienders with socially isolated older neighbours by visiting once a week for a cuppa and a chat. We aim to reduce loneliness among older members of the community and have an impact on secondary outcomes of isolation including onset of dementia, depression and hospital readmission.

Along with 1:1 befriending, *b:friend* host weekly *Social Club* sessions in areas offering peer support and group activities for the community. Activities vary from dance and guest speakers, to craft sessions, to quizzes and games – all with the intention of engaging older neighbours who face social isolation.

This position is thanks to funding from National Lottery players.

Job description:

The *Befriending Officer* position is a crucial role within the charity and will be at the centre of the charity's growth across South Yorkshire. Based in Doncaster, this post will lead the delivery of our unique 1:1 and group befriending project across new geographic areas and be the point-of-contact for many volunteers, funders and stakeholders.

It's a big ask. The job requires creativity, perseverance, patience, leadership, resilience and positivity. We're looking for someone that can engage a group, provide instructions in a friendly way, bring people together and facilitate conversations and relationships between people who do not often interact with others.

We need someone who understands the demographics and social challenges of South Yorkshire – in particular someone passionate about, and able to articulate, our vision for building close community networks in order to tackle isolation and loneliness.

The successful candidate will also support the delivery of an innovative digital project, coordinate advancements in volunteer recruitment networks and assist management with the strategic growth of the *b:friend* model.

The successful candidate will:

- Lead on pairing volunteer befrienders with isolated older neighbours
- Deliver creative and engaging Social Club sessions each week



b:friend is an equal opportunities employer and welcomes applications from all sections of the community. If you require information to be sent to you in an alternative format please let us know by contacting us directly: info@letsbfriend.org.uk

- Manage day-to-day relationships with key local and regional stakeholders
- Deliver statistical and anecdotal reports on the performance of the project
- Support the strategic growth of the charity including diversifying income generation
- Administer registers and records which track attendance, interactions, relationships and group activities along with demographic data
- Support with community fundraising to help reach charity's income generation targets
- To perform outreach in the community (online and offline) allowing *b:friend* to reach individuals most needing befriending support.
- Outreach (both on and offline) to identify individuals that could benefit from our project

Specific responsibilities

This role requires a strong understanding of digital platforms, an ability to liaise effectively with stakeholders and excellent organisation skills to coordinate varied tasks.

The successful candidate must be able to work independently, be self-motivated and able to manage their time effectively.

We are therefore looking for an all-rounder: a real people-person with a warm, open personality and someone wanting to make a lasting contribution to a growing charity working on one of the defining issues of our time:

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	IDENTIFIED
Qualifications	<ul style="list-style-type: none"> > Excellent level of written English and Mathematics (GCSE grades A-C or equivalent required) > Good working knowledge of Microsoft Office and the Internet 	<ul style="list-style-type: none"> > Undergraduate degree in relevant field (or equivalent) > Good understanding of website development and social media platforms 	Application
Education/training	<ul style="list-style-type: none"> > At least one-year experience working with people in the community, ideally older people. > Knowledge of Data Protection law (understanding of GDPR) 	<ul style="list-style-type: none"> > Safeguarding adults training > Data Protection training 	Application Interview
Specialist experience	<ul style="list-style-type: none"> > Understanding of the detrimental impact of social isolation specifically for people over the age of 65 and the associated strategies, policies and priorities locally and nationally. > Work for/involvement in a voluntary or community group (paid or unpaid). > Project coordination experience > Experience and demonstrable understanding of the voluntary and community sector > Experience collecting and reporting impact data 	<ul style="list-style-type: none"> > Existing experience working with local organisations > Local stakeholder network > Experience managing staff and/or volunteers 	Application Interview
Circumstances/personal	<ul style="list-style-type: none"> > Eligible to work in the UK 		Application Interview

	<ul style="list-style-type: none"> > Ability and willingness to work flexibly outside normal office hours when required > Ability to attend meetings at short notice across the district > An Enhanced DBS disclosure is required for this post. > Possess a valid driving license and have the use of a car for work purposes 		
Skills	<ul style="list-style-type: none"> > Excellent communication, presentation, advocacy and influencing skills > Ability to work and be motivated on own initiative > Ability to demonstrate effective team working skills > professionally agile, and able to adapt to the rapidly changing needs of a family of small but growing charities operating in a volatile time > Effective organisational and time management skills, both in terms of own work and supporting the work of others. > Enjoy working with people in all their diversity and displays an empathy and understanding of their lives > Displays an understanding and appreciation of the value of volunteers. > An understanding and commitment to the principles of equal opportunities. > have a strong awareness of cultural and societal diversity > encapsulate the b:Friend ethos by relating to young professionals and older neighbours simultaneously 		Application Interview

How to apply:

To apply for this role please email info@letsbfriend.org.uk quoting job reference BO2019TNL.

Please submit your CV and a cover letter explaining your strengths and motivation for applying for this position.

Application deadline: Monday 18th March 2019 at 12pm GMT (midday)

Interview date: w/c 25th March 2019

Start date: Monday 6th April 2019

Please return your documents no later than the dates and times referenced above as applications received after this time will not be considered.