



## **Bridges Centre – Community Connections Befriending Coordinator**

### **Job Description**

**Job purpose:** To co-ordinate and develop the Befriending project in the South of Monmouthshire on a full time basis.

This post will be on an ‘agile working’ basis, utilising a range of locations in the community as well as the options to work from home and the office at Bridges Centre, Monmouth.

**Reporting to:** Community & Volunteering Project Manager

**Responsible for:** Beneficiaries, Volunteers and providing support and supervision for sessional workers.

**Hours:** Monday – Friday, 37.5 hours per week

**Salary:** £25,000 per annum

**Duration of Post:** Fixed term contract due to reoccurring Project Funding – Current end date 31/03/2023

**Holiday Entitlement:** 22 days, plus bank and public holidays

#### **Specific responsibilities:**

- Ensure the effective day-to-day delivery of the Befriending Project as agreed by the Project Manager and funders.
- Undertake home visits to assess individual beneficiary needs in order to match with a suitable volunteer.
- Work closely with Volunteering for Wellbeing for promotion and recruitment of volunteers
- Provide ongoing support and review with both volunteers and beneficiaries.
- Enrol beneficiaries to various groups and signpost to other services (e.g. Car Scheme, Mind, Age Cymru) where appropriate.

- Provide support and supervision to the sessional workers involved in facilitating the groups.
- Submitting regular reports as required by the Project Manager for funders, stakeholders and Bridges trustees.
- Liaising locally with other agencies to develop and sustain the service and ensure we receive appropriate referrals in accordance with our guidelines.
- Ensuring administration (e.g. Charity Log database) is adhered to and maintained as agreed with the Project Manager and in line with GDPR requirements.
- Undertaking necessary administrative duties to provide evaluation data.

### **Supporting beneficiaries and volunteers**

- Ensure that the interests of vulnerable adults are protected
- Represent the project at local network and inter-agency meetings in furtherance of the project's aims and the interests of its beneficiaries
- Provide support to and receive feedback from volunteers
- Undertake assessments of need of potential beneficiaries
- Match volunteers and beneficiaries
- Undertake regular reviews of beneficiary/volunteer relationships and contacts
- Receive and act upon feedback from beneficiaries regarding service received
- Responsible for identifying and seeking support to address any health and safety issues related to conduct of own role
- Ensure that principles of equality, diversity and accessibility are incorporated into all project activities.

### **Other**

- Represent and promote all Bridges Wellbeing and Support Services as required.

## **PERSON SPECIFICATION**

**Essential requirements** (to be evidenced by qualifications, application and previous experience)

- Ability to work on own initiative
- Strong organisational skills
- Communication skills – oral and written
- Flexibility in relation to working hours and days
- Ability to provide leadership
- Ability to work as part of a team
- IT literacy
- Ability to work with older people and volunteers
- Current driving licence and access to car

## **Desirable requirements**

(To be evidenced by qualifications, application and previous experience)

- Voluntary sector experience;
- Community development experience;
- Ability to manage a budget;
- Knowledge of services for vulnerable adults;
- Welsh speaker.

## **Other Requirements:**

- A right to work check and an enhanced DBS will be required prior to starting
- During induction, you will be required to undertake Safeguarding training as Bridges Centre is committed to Safeguarding.

## **Application process:**

Please complete the **Application form** for all roles on the ‘opportunities’ section of our website – <http://www.bridgescentre.org.uk/> and send to [Amy.McDougall@bridgescentre.org.uk](mailto:Amy.McDougall@bridgescentre.org.uk) or by post to Amy McDougall, Drybridge House, Monmouth, NP25 5AS.

**Application deadline:** Wednesday 6<sup>th</sup> July 2022

**Interview Date:** ASAP

**Start date:** ASAP

**Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time.**

*Please note; it is not our policy to provide feedback to candidates who have not been shortlisted for interview.*