

## **Befriending with Befriend Motherwell**

### **PROJECT COORDINATOR**

### **JOB DESCRIPTION**

Responsible for managing and developing a befriending service in the Motherwell area of North Lanarkshire in order that vulnerable, lonely, elderly people are given the appropriate support through a consistent relationship with a volunteer befriender or group of befrienders. Ensuring that the objectives of the project are achieved, good practice is adhered to, with regard to all aspects of volunteer management, and that the agreed outcomes for the elderly people are met.

**Responsible to:** Chairman of Trustees  
**Hours:** 25 hours per week, flexible working

### **Duties and Key Responsibilities**

#### Managing Staff

Responsible for managing the staff employed by Befriend Motherwell

#### Managing Volunteers

- Recruit and assess volunteer befrienders to support elderly people
- Provide induction training for volunteers
- Supervise and support pairings between elderly people and volunteer befrienders
- Ensure any additional training needs of volunteers are met
- Recruit and assess volunteer telephone befrienders

#### Managing the Support to Elderly People

- Liaise with referring agencies, i.e. Social Work Resources and neighbouring befriending services (eg Befriending in Bellshill)
- Assess the needs of elderly people and their suitability to benefit from befriending
- Manage a caseload of volunteers and elderly people, giving appropriate support and supervision
- Organise and deliver group activities in conjunction with colleagues.
- Manage the telephone befriending service in liaison with referring agencies

#### Recording and Reporting

- Maintain appropriate records of work undertaken
- Participate in the regular monitoring and evaluation of the project and its work
- Prepare the necessary reports on time for the Project Supervisor, referrers and funding bodies

#### Additional Duties

- Work as part of a team contributing to the smooth and effective running of the project
- Attend and contribute to regular supervision sessions and team meetings

- Carry out the duties of the post with regard to Befriend Motherwell policies and procedures and a clear understanding of policies on Elderly Care, Health and Safety and Equal Opportunities
- Assist in the annual preparation of reports to grant funders and help identify new sources of funding
- Assist in the management and monitoring of budgets/financial reporting, follow financial procedures and contribute to the strategic development of the project
- Undertake any other duties as reasonably requested by the Project Supervisor