

Befriending COORDINATOR

PERSON SPECIFICATION

Skills and Abilities

- Excellent verbal and written communication skills
- An ability to write progress reports and maintain appropriate records
- Ability to engage and develop links with colleagues from other agencies
- Ability to work under pressure
- Ability to plan, organise and manage own workload and that of support staff
- Strong interpersonal skills with a professional approach to others

Experience

- Experience in supporting and motivating volunteers
- Experience of working with vulnerable/elderly people
- Experience of managing staff
- Planning and delivery of training

Knowledge

- Knowledge and understanding of the Issues that face vulnerable elderly people
- Knowledge and experience of the way statutory and voluntary agencies are organized
- Understanding of, and commitment to, the promotion of equal opportunities policies and practice.
- An understanding of befriending/mentoring
- IT literacy

Personal Attributes

- Self motivated with the ability to use own initiative
- A professional attitude and presentation
- A genuine interest in supporting and working with elderly people
- A mature and non-judgmental attitude
- Highly motivated, trustworthy and reliable
- Flexible in working methods and outlook

Other requirements

- Holds a current driving license and access to a car
- Ability and willingness to work evenings and some weekends