**Befriending Co-ordinator Fife Young Carers Job Description**

**Location:** Based in Ore Valley Business Centre, Lochgelly with frequent trips across Fife as required.

**Travel**

The Befriender Co-ordinator will be required to have access to a car and travel expenses will be paid in accordance with current mileage rates.

**Job Summary**

The Post- Holder will recruit, train and co-ordinate a network of volunteer befrienders who will work with Young Carers across Fife. Reporting directly to Fife Young Carers Manager, the post-holder will be part of a small team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers and the development of the organisation.

The befriending service will be available to those young carers who require support to access activities in their communities and who would benefit from a break from their caring role. The service will also support Young Carers to participate in activities to support their mental health and wellbeing during the summer break.

**Key Responsibilities**

* Develop, co-ordinate and support a bank of volunteers who can be matched to the young carer depending on area of interest or activity requested
* Provide training, support & supervision to the volunteer befrienders
* Support young carers to identify activities that will help them achieve their individual outcomes and goals
* Promote opportunities to access activities in their communities and increase connections with other young people
* Identify and provide a service to Hidden Young Carers
* Provide a summer holiday support service with a focus on emotional health and wellbeing of young carers
* Develop, produce, distribute and present promotional materials and resources to external organisations to raise awareness of the befriending service.
* Develop ways to implement informal and formal support in line with short breaks
* Liaison with key partner agencies
* Be aware of, and work within, national & local strategies, legislation and policies relevant to Young Carers
* Record keeping, monitoring, evaluation and report writing
* Undertake any other duties commensurate with the grade of the post as this is a new post the Job Description is subject to review.