



## **Background Information Finance and Administration Officer**

**Firstly, Thank you for your interest in post.** This background information will tell you a little more about the organisation and post that you are interested in and will hopefully be a useful aid in your application process.

### **The Organisation**

We are a small organisation with a big reach supporting over 350 member services across the UK which in turn support beneficiaries from a wide range of service user groups, by matching them with volunteer befrienders. We are a small team of 7 soon to be 8 dedicated individuals who believe that befriending can offer positive outcomes to many vulnerable groups in our communities.

We provide information, support, learning and networking opportunities and a befriending Quality Standard. We also provide bespoke training and consultancy services, including feasibility studies and evaluations. In addition, we aim to be the voice of Befriending, so work to raise awareness and influence local and national policy across the UK.

Our website will provide you with useful background reading. In addition, we have both Facebook and Twitter pages that will give you a flavour of the organisation and our membership.

**Website:** [www.befriending.co.uk](http://www.befriending.co.uk).

***Please note at present the team are all homeworking due to the pandemic and some flexible working will be possible when a return to the office is agreed but note our offices are based on the 2<sup>nd</sup> Floor and don't have lift access.***

### **Application Process**

Our application form is fairly standard but the one piece of advice we would give is look closely at the job description and person specification before completing your supporting statement. Please use this space to refer to any knowledge, skills or experience gained in the workplace or in a voluntary capacity, which you consider relevant and make sure that you tell us about these.

Your application form and equal opportunities monitoring form (should you chose to complete this) should be emailed to [sarah@befriending.co.uk](mailto:sarah@befriending.co.uk) please note in the subject line F&A Officer Application

**Closing Date:** 12noon 30<sup>th</sup> August 2021

**Interviews:** will take place on Monday 6<sup>th</sup> September 2021 via Zoom or Microsoft teams



### **Overview of Terms and Conditions**

<b>Organisation:</b>	Befriending Networks
<b>Job Title:</b>	Finance and Administration Officer
<b>Term:</b>	Permanent
<b>Salary Scale:</b>	£23,677 (pro rata) + 6% pension contribution
<b>Job Type:</b>	Part time 21 hours per week, hours can be negotiated but split over 3 or more days is preferable
<b>Holidays:</b>	35 days per year including public holidays (pro rata)
<b>Location:</b>	Edinburgh Office

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