



Background Information Membership Officer (Scotland)

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 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.

This vacancy has arisen due to the planned retirement of the current postholder.

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.

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.

Muriel Mowat is happy to offer an informal discussion with any interested candidate, please email Muriel@befriending.co.uk to arrange.

Your application form and equal opportunities monitoring form (should you chose to complete this) should be emailed to sarah@befriending.co.uk please note in the subject line Membership Officer Application

Closing Date: 12noon 25th March 2022

Interviews: will take place on Monday 4th April 2022 via Zoom or Microsoft teams



Overview of Terms and Conditions

Organisation:	Befriending Networks
Job Title:	Membership Officer
Term:	Permanent
Salary Scale:	£24,377 (pro rata) + 6% pension contribution
Job Type:	Part time 15 hours per week, hours can be negotiated but split over 2 or more days is preferable
Holidays:	35 days per year including public holidays (pro rata)
Location:	The post holder must be based in Scotland but this role can be homebased anywhere in Scotland or a Hybrid working model from our Edinburgh office.