



Ayrshire Independent
Living Network

National Lottery Community Funded three year post Job Description

Job Title:	Dementia Befriending Coordinator
Reports to:	Development Co-ordinator
Hours of Work:	28hrs per week
Salary:	£14.50 per/hr , wages paid 26 th month, employers contribution based Pension.
Contract:	3years from start date
Holidays :	5.6 weeks based on contracted, inclusive of public holidays

Purpose of the post

- To establish and deliver a safe and reliable befriending service to support people living with Dementia and the unpaid carer/s throughout Ayrshire.
- To promote and support the recruitment and management of volunteers in Ayrshire.
- To contribute to the administration, monitoring, evaluation and development of the Befriending project.

Key duties and responsibilities:

Befriending Project Delivery:

- Develop & Deliver a high-quality befriending service.
- Recruit and select volunteer befrienders for the project. Ensuring there is a thorough and robust selection process in place for potential befrienders.
- Prepare and train befrienders for their role so that they can offer effective support to service users.
- Ensure there is a clear process for the identification and referral of service users.

- Visit, assess and prepare service users for their involvement in the service.
- Respond to enquiries in a timely manner and match service users with befrienders according to clear guidelines.
- Ensure that participants in the project are adequately safeguarded.
- Support and supervise befrienders and help them develop in their role.
- Monitor the befriending relationships to ensure they are operating successfully and that outcomes for the individuals involved are being met.
- Evaluate the overall effectiveness of the service and the outcomes achievable.
- Prepare a report accordingly including the number of users, outcomes for service users and the service as a whole, recommendations for improvements and future developments for the service, reporting back to the Development Manager.
- To develop volunteer recruitment campaigns and where appropriate, work in collaboration with other agencies including volunteer recruitment agencies.
- Identify risk and ensure appropriate risk assessments are carried out and comply with health and safety requirements.
- To undertake any other duties appropriate to the post as require by the Development Co-ordinator.

Person Specification: Qualifications	Evidence of educational qualifications gained at school, college or university.
Essential Experience of:	Supporting or managing volunteers Delivering support services Experience/knowledge of working/living with someone living dementia. Working with vulnerable adults Planning and delivering training Understanding the need for confidentiality Ability to work on own initiative and as part of a team Able to set priorities and manage a workload while remaining responsive to the project Ability to audit and evaluate the service whilst maintaining accurate records and statistics to produce reports for the Development Manager.
Desirable Experience of:	Recruitment of volunteer and/or staff management

	<p>Experience of overseeing a befriending or mentoring service</p> <p>Experience of developing strong partnerships and joint working arrangements with other organisations.</p> <p>Personal experience of volunteering</p>
<p>Skills/Abilities</p>	<p>Excellent telephone, verbal and written communication skills</p> <p>Excellent listening skills.</p> <p>Ability to be self-administering in terms of IT, including using Microsoft Office and email systems.</p> <p>Ability to communicate with people in a sensitive and person-centred manner, including people who require support, carers, other professionals and members of the public</p> <p>Ability to organise, plan and prioritise own work and meet deadlines whilst remaining responsive to others.</p>
<p>Other</p>	<p>Given that AILN provide an Ayrshire wide service, a current driving license and access to a car is essential</p> <p>By prior arrangement able to work hours flexibly, including a very occasional evening and/or weekend to suit the needs of the service</p> <p>Must be willing to comply with AILN's policies and procedures.</p> <p>Must participate in staff team meetings and in supervision sessions with the Line Manager of this post.</p> <p>Must maintain confidentiality in relation to AILN service users, other stakeholders and AILN's business activities.</p> <p>Must carry out the duties of this post with due regard to Equal Opportunities and Non-Discriminatory practice.</p>

