

PEER BUDDY COORDINATOR RUBY BOOTS PROJECT

**FORCES
CHILDREN
SCOTLAND**



JOB DESCRIPTION

RESPONSIBLE TO:	CHILDREN AND YOUNG PEOPLE'S PARTICIPATION MANAGER
SALARY:	29,000.00
HOURS:	35 HOURS PER WEEK.
TERM:	2 YEARS FIXED-TERM CONTRACT.
LOCATION:	HOME BASED COVERING FIFE AREA.

Forces Children Scotland supports children & young people from serving, reservist and veteran families across Scotland to realise their potential and thrive. We co-produce services and projects to overcome unique challenges to mental health and wellbeing, education and learning, important transitions and much more. We provide life-changing experiences to develop new skills, build confidence and forge new friendships through a sense of belonging and shared experience. We co-produce impactful campaigns which amplify lived experience, transform attitudes and make big changes at local, regional and national levels. We provide financial support when it matters most to young people caring for loved ones and we help students to realise their potential at college or university.

OUR APPROACH TO WORKING WITH CHILDREN AND YOUNG PEOPLE

Forces Children Scotland are committed to taking a children's rights-based approach to all aspects of our work from planning to service delivery. This means we strive to ensure our work is grounded in the United Nations Convention on the Rights of the Child. Engaging in co-production with children and young people can help ensure their right to participate in matters affecting them is meaningfully upheld and implemented.

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PURPOSE OF JOB

To coproduce, develop and deliver a buddy support service for children and young people who are transitioning to belonging to a veteran family.

RESPONSIBILITIES AND DUTIES

1. To set up, mobilise, develop and deliver the peer support buddy service.
2. To ensure all relevant service delivery processes are in place including consent, referral and safeguarding procedures.
3. To work with children and young people and staff from across the organisation to develop the service.
4. To recruit, train and supervise volunteer buddy facilitators ensuring service meets good practice peer support standards.
5. To work with Forces Children Scotland's Learning & Development Worker and children and young people to coproduce and deliver bespoke training for the buddy facilitators and the buddies.
6. To coproduce and coordinate a referral pathway and matching process for children and young people requiring buddy support.
7. To establish relationships and work in partnership with key stakeholders across relevant sectors in the local area.
8. To coproduce promotional materials and work with key stakeholders to promote the project.
9. To provide ongoing support to volunteer buddy facilitators building their experience and confidence in supporting effective buddy relationships.
10. To develop and monitor project outcomes and budget, reporting as required.
11. To support the development of relevant standard operating procedures and guidelines for the project to ensure a safe service.
12. To manage safeguarding and wellbeing concerns in line with Forces Children Scotland's policies.
13. To ensure the service complies with GDPR, recording and IT policies at all times.
14. To liaise closely with other Forces Children Scotland staff in supporting the aims and objectives of the charity.

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15. To ensure regular reviews of buddy facilitators work and buddy relationships are undertaken to ensure an effective, safe service.
16. Carry out any other duties commensurate with the post as identified by your line manager.

PERSON SPECIFICATION

SKILLS AND EXPERIENCE

ESSENTIAL

- Professional graduate level qualification and/or equivalent experience working in a relevant field e.g., health, education, social care, community education, etc.
- Minimum 3 years' experience of working in youth work, community work or education.
- Experience of working directly with volunteers and vulnerable children and young people.
- Experience of using volunteering, befriending or mentoring models.
- Experience of successfully mobilising new projects.
- Ability to work on own initiative, prioritise workload and meet deadlines.
- Experience of recruiting, training and supervising volunteers.
- Strong ability to establish and maintain effective relationships with a variety of stakeholders.
- Have a working knowledge of child protection procedures.
- Ability to evidence work and contribute to funding reports.
- Strong IT skills (Word, Excel, PowerPoint, Access, Outlook)

DESIRABLE

An understanding of the issues affecting Children and Young People and their families for serving, reservist & veteran backgrounds.

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ADDITIONAL INFORMATION

DRIVING LICENCE

A full driving licence and access to a car is required. The post covers the Fife area and therefore will include a significant amount of travel.

PENSION SCHEME

Forces Children Scotland offers a Pension Plan, with Smart Pension. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to statutory minimums) with RCET contributing up to 4% of gross salary.

ANNUAL LEAVE

Forces Children Scotland's leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave (including public holidays). These allowances are pro-rata for part time employees.

EMPLOYEE BENEFITS

Access to 'Health Assured' Employee Assistance Platform.