

Position: Befriending Project Worker

Responsible to: Befriending Project Manager

Purpose of the Job

Work as part of a team to provide a volunteer based befriending service for young people aged 5-16 years, living in Edinburgh, who are affected by parental drug and/or alcohol use.

Key Tasks

Befriender/Befriendee Matches

- To manage a minimum caseload of 20 befriender and befriendee matches per year
- Liaise with a variety of stakeholders making referrals into our services.
- Meet with children/young people, their families and referrers to assess individual needs.
- Maintain contact with, and carry out regular reviews with, children/young people and their families throughout their time of accessing Space Befriending services.
- Signpost families to additional suitable support opportunities that are available to them and where required, provide brief time-limited focused support.
- Recruit and train a team of volunteer befrienders who are committed to providing a minimum of one year to the service.
- Provide ongoing support, supervision and development opportunities for befrienders
- Identify interests and personal attributes in befrienders and befriendees to create appropriate and fulfilling matches.
- Support befrienders to plan activities the child/young person would benefit from to help them engage in additional opportunities and connect to suitable networks in their area
- Plan and attend group activities for children/young people and volunteers, in partnership with the wider team.
- Provide on call support for befrienders/befriendees (this includes some evenings and weekends)

Administration

- Maintain accurate confidential files for children/young people and volunteers
- Process Protecting Vulnerable Groups (PVG) Scheme applications
- Undertake other tasks within your capabilities, as requested by Line Manager and the Chief Executive.
- Record appropriate information gained through assessment, monitoring and review in order to provide quantitative and qualitative data about the service.

Quality Assurance and Best Practice

- Understand and uphold best practice on Safeguarding, Space Child Protection Policy and GIRFEC
- Use evaluation and monitoring systems to regularly review the quality of the service provided to befrienders/befriendees.
- Plan and develop work in line with Space policies, procedures and systems.
- Collaborate with the wider team, stakeholders and relevant professionals to ensure services are delivered effectively and carried out in line with statutory commitments and best practice
- Regularly attend meetings and networking opportunities relating to practice to keep up to date with legislation relating to supporting families affected by drug and alcohol use

Team Work and Behaviours

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings.
- Work to Space and sector legislative, ethical, policy and procedural requirements.
- Understand the requirement for confidentiality in our work and adhere to GDPR regulations.
- Care for the work environment to promote effective and harmonious working.
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
- Nurture a culture of kindness and uphold the integrity of Space whilst living our values
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature.

Line Management

- Report weekly to the Befriending Project Manager, and undertake regular support & supervision.
- Provide regular support & supervision to Volunteer Befrienders

Person Specification

Knowledge, skills and experience	
Minimum two years of experience working directly with vulnerable children, young people or families	Essential
Be educated to minimum HNC level in Youth Work, Community Education, Child Care or another topic you feel is relevant and beneficial to this role	Essential
Have a sound understanding of the needs and challenges faced by young people and families effected by drug and/or alcohol use	Essential
Have an understanding of the nature of, and the benefits of, befriending relationships	Essential
Have flexibility around hours of work. This role will involve being On Call until 8.30pm some weekday evenings (approx. 5 per month) and some Saturdays (approx. 1 in 4)	Essential
An understanding of GIRFEC	Essential
Be highly organised in order to keep accurate records and provide relevant data for funder reporting.	Essential
Ability to manage multiple tasks and prioritise workload efficiently	Essential
Excellent English communication skills	Essential
Have a driving license and access to a vehicle for business use	Essential
Competent and comfortable with the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams).	Essential
Experience of recruiting, training and supervising volunteers	Desirable
Knowledge of young people's/family support services across Edinburgh	Desirable
Values & personal attributes	
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Have excellent interpersonal skills to naturally form and manage appropriate relationships with a range of people of all ages and walks of life	Essential
Be patient and respectful of all people, whatever their background or presenting behaviour	Essential
Be a role model for staff and stakeholders, showing optimistic, determined and positive management to support our organisational aims and outcomes	Essential
Have an appreciation for the impact of, and a desire to work in, the Third Sector	Essential