

VINTAGE VIBES FRIENDSHIPS COORDINATOR INFORMATION PACK

Vintage Vibes is an amazing city-wide charitable partnership between two longstanding Edinburgh charities, Space and LifeCare. We are on the lookout for a new Friendships Coordinator to help us continue to tackle loneliness in the city's older people through creating even more fantastic friendships.

**"I HAVE HAD THE SAME FRIENDSHIP FOR 5 YEARS. LAURA (MY VOLUNTEER) IS THE BEST PERSON I EVER MET."
HENRY, 96, VIP**

Here's everything you need to know about Space (your employer) and Vintage Vibes (the project you will be working on!).

ABOUT SPACE

Space is a community anchor organisation supporting people and their families in South Edinburgh, with some of our services stretching city wide. Our mission is:

'To nurture, support & inspire, so that lives are fuller, potential is fulfilled & community connections flourish.'
Space deliver 17 projects, with over 60 staff and over 250 volunteers. We deliver diverse services supporting young people, families, older people and carers amongst others, engaging with local people more than 34,000 times last year.

For more information about Space and all our projects can be found on our website – www.spacescot.org

Space is a founder member of the Go Beyond South West Edinburgh community anchor network and participates in numerous cross-service and cross-sector collaborations in Edinburgh.



ABOUT VINTAGE VIBES:

Vintage Vibes was established in 2015 with the objective to tackle loneliness in over 60s across all of Edinburgh.

OUR VALUES ARE:

- We love doing things differently
- We treat everyone as an individual
- We're about real friendships



In the first 7 years, Vintage Vibes has helped support over 800 friendships between its VIPs and volunteers based on shared interests, from baking to Battlestar Galactica!

We have contributed to consultations and discussions about tackling loneliness in Scotland and have successfully supported volunteers to complete over twenty thousand hours of volunteering. In addition, an evaluation carried out by the Community Enterprise Group in 2019 concluded that the Vintage Vibes:

- “Had consistently exceeded its targets in respect of numbers of older people reporting reduced isolation”
- “Exceeded targets for volunteers reporting enhanced skills and confidence”

Our most recent VIP survey found that 82% of VIPs reported that their involvement with Vintage Vibes had made them feel happier and improved their quality of life. With 94% reporting they were now less isolated before becoming part of Vintage Vibes.

We've won awards, been featured on BBC, STV, ITV and across most national and local press. We've even had Gail Porter as our Christmas campaign ambassador! And at our core, we have a strong, engaging, accessible brand and approach that we're really proud of and would love you to be a part of!

WHY SHOULD YOU WORK FOR VINTAGE VIBES?

First things first, you should work for us because you love the idea of creating long term friendships between fantastic, unique over 60s (VIPs) and wonderful, incredible volunteers. You love the idea of really getting to know VIPs and volunteers and connecting them based on their interests and what makes them tick. You love being part of an open, fun, trusting and hardworking team who are constantly trying to develop what we do in order to help as many isolated older people as we can. And you love cake (not essential, but we do eat a lot of cake).

If all of that isn't enough, here's some added perks of being part of the Vintage Vibes team:

- Flexible time in lieu – we don't want you to work all hours, and we really encourage work life balance. But if you do ever need to work outside of your normal hours, we will always support you to take off time in lieu to recharge.
- Reflection time – in addition to a training and development budget, every team member has a reflection time they can use to do activities that will help them reflect on our work and their role – from going for a wander to doing a yoga session – giving you time and space to reflect is important to us.
- Culture of gratitude – we make the effort formally and informally to show our gratitude for our team members and volunteers, from team trips out to volunteer meetups, to cake, you will feel appreciated!

THE ROLE



Vintage Vibes puts together volunteers with lonely people over 60 (called our VIPs), who are matched based on shared interests, to tackle isolation through creating long-lasting friendships. This is where you come in!

As a Friendships Coordinator, you will:

- Work city-wide meeting fantastic VIPs and volunteers in order to create and support 1:1 friendships.
- Make a difference to Edinburgh's isolated older people by celebrating individuality, friendship and positivity
- Respond to evolving VIP and volunteer needs through short-term additional support, signposting and additional engagement opportunities.
- Support existing and new VIP-led groups
- Contribute to continual exciting and innovative service developments.
- And much more fun besides!

"I LOVE WORKING FOR VINTAGE VIBES. THE TEAM CREATES SUCH A POSITIVE, OPEN ENVIRONMENT AND OUR VIPS AND VOLUNTEERS ARE SO INSPIRATIONAL. IT'S THE BEST PLACE I'VE EVER WORKED." GEORGIA, VINTAGE VIBES DEVELOPMENT MANAGER

WHAT ARE WE LOOKING FOR?

PERSON SPECIFICATION	
<p>Knowledge</p> 	<p>Essential</p> <ul style="list-style-type: none"> • An approach to work which is positive, flexible and reflects a commitment to the rights of older people. • Knowledge and commitment to diversity and ability to apply awareness of diversity issues to all areas of work • Knowledge & understanding of the value of volunteers to an organisation <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the way statutory and voluntary agencies are organised • Working with volunteers - line management /co-ordination experience of volunteers or staff activity or supervisory role with responsibility for service delivery and planning. • Working with older people or beneficiaries in a group or one to one setting.
<p>Skills</p> 	<p>Essential</p> <ul style="list-style-type: none"> • Ability to use own initiative, both within the team and individually • Excellent listening, verbal and written skills • Ability to keep appropriate records of work with individuals and groups • Fully competent and confident with the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook). • Trustworthy and able to work with integrity within policy and values framework

	<ul style="list-style-type: none"> • Exercise judgement and thinking in order to solve day to day issues in service delivery • Ability to manage workload and to prioritise where required • Excellent planning and organisation skills with the ability to prioritise workload <p>Desirable</p> <ul style="list-style-type: none"> • Experience of use of databases and/or CRM systems
Other requirements	<ul style="list-style-type: none"> • PVG Scheme membership/criminal record checks • Because of the nature of the service, which will operate throughout the week, the ability to work flexibly including some evening and weekend hours may be required • Access to your own transport (including bike) is essential as the role involves travelling around the city regularly.

TERMS

<u>Employer:</u>	Space @ The Broomhouse Hub, 79-89 Broomhouse Crescent, EH11 3RH
<u>Accountability:</u>	Space Board of Trustees (via the Space Chief Executive), The Vintage Vibes Consortium Steering Group
<u>Line Manager:</u>	Operations Manager, Vintage Vibes
<u>Liaison with:</u>	Vintage Vibes team across Space and LifeCare; wider cross organisational services
<u>Workplace:</u>	The Broomhouse Hub, with agreement to also work from home, Vintage Vibes Office in Heart of Newhaven, LifeCare offices, or other such location as we consider necessary for the performance of your duties. Thursday is an essential working day and needs to be spent in a VV office with the team.
<u>Working Hours:</u>	28.8 hours per week
<u>Annual Leave</u>	20 days annual leave plus 12 public holidays (pro-rata)
<u>Salary:</u>	£27,088 per annum pro-rata (based on 36 hours per week)
<u>Status:</u>	Fixed-term contract, ending 31 st March 2025 (with ambitions to continue, subject to funding)
<u>Disclosure:</u>	PVG scheme membership required
<u>Closing date:</u>	12/02/24 at noon
<u>Interview date:</u>	19/02/24
<u>Stage 2 date:</u>	22/02/24

TO APPLY:

To apply please submit a completed application form and cover letter to andrewainsworth@vintagevibes.org.uk

More information about Vintage Vibes and our projects can be found [HERE](#)

More information about Space and our projects can be found [HERE](#)

ANY QUESTIONS?

If you have any questions or any reservations about applying or wish to clarify something from the application info, please don't hesitate to get in touch with Andrew on 0778 972 2780 or andrewainsworth@vintagevibes.org.uk For transparency, we will include answers to any non-confidential questions we are asked on our role FAQs page on our website.

GOOD LUCK!

