



Monifieth Befrienders

☎ 01382 760142
✉ office@monifiethbefrienders.co.uk
www.monifiethbefriending.co.uk
The Health Centre, Victoria Street,
Monifieth, DD5 4LX

Monifieth Befrienders – Job Description Intergenerational Coordinator

Responsible to: Management Team

Hours: 12 per week. Evening and weekend work may be required occasionally.

Location: The Health Centre and within the local community.

Review: This job description is subject to annual appraisal and update by the Management Team and when appropriate in consultation with the Service Manager.

Termination: A minimum of one calendar months' notice will be required from either party.

POST PURPOSE

The post holder is the main point of contact for all issues relating to Monifieth Young Befrienders.

The post holder will be responsible for the recruitment process of volunteer young befrienders aged 25 and under. They will match young befrienders with Friends and monitor and support intergenerational relationships. This role involves developing intergenerational working relationships and liaising with Voluntary Action Angus Youth Development Worker. The post holder will be supported by and report to the Service Manager and work with the whole team to ensure the aims of the organisation continue to be met ensuring that confidentiality, privacy, individual choice and rights are respected at all times.



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1. Ensure that a high professional standard relating to young volunteers is maintained in accordance with the Constitution of Monifieth Befrienders.

- Develop and provide an initial induction and on-going training for all young befrienders in conjunction with the Service Manager and the Management Team.
- Organise an induction day with an integrated lunch, for current and former young befrienders from Monifieth High School, Friends and volunteers.
- Interview all applicants and assess suitability for befriending. This will be done with staff from Monifieth Befrienders.
- Meet regularly with all young befrienders for the purpose of training, monitoring, support and volunteer networking.
- With Monifieth High School staff provide continuous support for all 6th year young befrienders.
- Be inclusive, encouraging and mindful to all young people.
- Acknowledge the achievements of young befrienders at the end of their year.
- Participate in monthly adult volunteer meetings, where possible.
- Provide cover for short term absence of Service Manager.

2. Ensure a high professional standard of practice, relating to Friends is maintained in accordance with the Constitution of Monifieth Befrienders.

- Apply for PVG membership for successful applicants.
- Together with the Service Manager, medical and social work staff identify older people in the community, who would like a young person to visit.
- With the Service Manager meet all referrals and assess their emotional and social needs plus their suitability to be befriended by young people.
- Match Friends to appropriate young volunteers.
- Ensure that confidentiality, privacy, individual choice and rights are respected at all times.
- Ensure that Monifieth Befrienders' code of confidentiality is adhered to at all times.
- Explore relationships with Care Home staff to create a positive experience for young people.



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3. Contribute to the effective delivery of the service.

- Liaise with staff from Monifieth High School and other youth organisations.
- Liaise with other local High Schools providing information and opportunities for Young Philanthropic Initiatives.
- Liaise with agencies to identify young people who may benefit from the befriending experience.
- Encourage and develop intergenerational initiatives.
- Encourage involvement in social events and fund-raising activities
- Compile monthly reports for Management Team meetings.
- Undertake appropriate administrative tasks, including taking minutes of Management Team meetings on a rota basis.
- Deliver presentations to local groups as requested.
- Help out at groups – e.g. Brunch Group and Knitting group as needed.
- There is a possibility your presence may be required to assist at special events.