

## **Job Advert: Project Coordinator**

**Location:** Ayr, office based

**Hours:** Full time 35 hours

**Salary:** circa £30,000

**Contract:** Permanent (subject to funding)

**Closing Date: Monday 15th June 2026**

### **About Bfriend**

Bfriend is a young person-centred befriending service supporting children and young people to build confidence, develop positive relationships, and feel less isolated. We work closely with families, volunteers, and partner agencies to provide safe, supportive, and meaningful befriending relationships.

We are looking for a motivated, organised, and values-driven Project Coordinator to join our small and friendly staff team. This is a varied and rewarding role, ideal for someone who enjoys working with young people, supporting volunteers, and coordinating services that make a real difference.

### **The Role**

As Project Coordinator, you will play a key role in the day-to-day delivery of our befriending service. You will recruit, train, and support volunteers, manage a caseload of young people and befriending matches, and work collaboratively with families, referrers, and partner agencies. You will also contribute to service development, funding activity, and wider organisational goals.

This post requires flexibility, strong communication skills, and a good understanding of safeguarding and risk management when working with children and young people.

### **Key Responsibilities**

- Recruit, interview, and assess volunteers to determine their suitability to work with young people
- Develop, plan, and deliver volunteer induction training
- Identify additional training needs and either develop or source appropriate training and information sessions
- Complete PVG applications as required
- Assess referrals from Education, Social Work, and Third Sector agencies in line with Bfriend criteria

- Manage a caseload of young people and befriending matches, including:
- Establishing, supporting, and reviewing befriending relationships
- Maintaining regular communication with young people, parents/carers, volunteers, and referrers
- Attending and contributing to multi-agency meetings
- Completing, implementing, and reviewing detailed risk assessments
- Identifying additional family support needs and making referrals where appropriate
- Maintaining accurate and up-to-date case records and notes
- Organise and attend group outings and Young People's Committee sessions
- Monitor and approve volunteer expenses
- Support the Project Manager with funding applications and reports by gathering qualitative and quantitative data
- Apply for smaller, targeted funding opportunities to support activities, wellbeing, and events
- Contribute to operational and strategic planning
- Build and maintain positive working relationships with staff, volunteers, Board members, and external partners
- Carry out administrative tasks associated with the role, including data entry, record keeping, monitoring returns, and general office systems
- Contribute to social media content and publicity materials when required
- Undertake ongoing training and professional development, including keeping up to date with relevant legislation
- Occasionally carry out evening and weekend work if required
- Undertake any other duties reasonably required to support the service

### **Person Specification - Essential Criteria**

#### **Experience & Knowledge**

- Experience of working with children and/or young people in a support, community, youth work, or similar setting

- Experience of supporting, supervising, or coordinating volunteers
- Understanding of safeguarding, child protection, and risk assessment processes
- Experience of working with families and external agencies
- Knowledge of issues affecting children and young people

### **Skills & Abilities**

- Strong communication skills, with the ability to build positive relationships with young people, families, volunteers, and professionals
- Ability to assess suitability and risk and make informed, balanced decisions
- Good organisational and time-management skills, with the ability to manage a varied workload and caseload
- Ability to maintain accurate records and contribute to monitoring and reporting requirements, using IT systems, databases and digital communication tools confidently
- Confidence in facilitating training sessions and group activities
- Ability to work both independently and as part of a small team

### **Personal Qualities**

- Commitment to equality, inclusion, and young person-centred practice
- Approachable, supportive, and professional manner
- Flexible and adaptable, with a problem-solving approach
- Resilient and able to manage emotionally demanding situations appropriately

### **Other Requirements**

- Willingness to undertake a PVG check
- Commitment to ongoing learning and professional development

### **Desirable Criteria**

- Relevant qualification in youth work, social care, community work, education, or a related field
- Experience of coordinating or managing volunteers

- Experience of multi-agency working and attending professional meetings
- Experience of contributing to funding applications or reports
- Experience of using social media or contributing to promotional materials
- Full driving licence and access to a vehicle (depending on service needs)

### **How to Apply**

Please send your CV and cover letter by noon on Monday 15th June. In your cover letter, please outline why you feel you are suitable for the role and how your skills and experience meet the requirements of the post.

If you would like an informal discussion about the role, please contact [odette@bfriend.org.uk](mailto:odette@bfriend.org.uk).

*Bfriend is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo a PVG check.*