**Job Description**

**Role Title** Befriending Coordinator – Fife (Young Carers Project)

**Role Purpose** Deliver activities defined by our Young Carers Befriending Project in Fife, including provision of direct support for young carers aged 12 to 18 years of age and recruitment and support of a cohort of volunteer befrienders to ensure dedicated 1:1 befriender support across all befriendees.

**Location:** Admin home based in Fife with frequent travel throughout Fife area.

**Disclosure:** This is regulated work and will require a PVG.

**Organisation** The postholder reports to the Befriending Services Manager and works with colleagues including the Engagement and Fundraising Officer and other Learning and/or Befriending Coordinators across Scotland.

**Responsibilities**

1. Provision of a befriending service for young carers predominantly aged 15 to 18.
2. Assess young carers’ referrals.
3. Manage a small direct case load and also recruit, induct, and support a bank of volunteer befrienders.
4. Match the volunteers with the young carers, depending on areas of interest/ need.
5. Support young carers to set up their own accessible activity plans, in line with their Young Carer Statement, arrangingappropriate activities/opportunities.
6. Provide transition support for young carers within the project to progress beyond the service, or to ease transition between our services.
7. Contribute towards the development of policies and procedures for the project.
8. Adopt an efficient blended approach of remote and face to face support which includes travel to meet with participants, volunteers and partners.
9. Maintain effective digital records and project monitoring activities.
10. Effective report writing, including completion of monitoring reports to funders and production of impact case study evidence and evaluation reports.
11. Function as part of the regional team and liaise effectively with the national team.
12. Work effectively with Lead Scotland’s stakeholders, including funders and partners.
13. Represent Lead Scotland effectively at external events and as part of national consultations.
14. Actively market the befriending project across the Fife area to raise awareness of the service, to maintain and develop referral pathways to target those hidden from view.
15. Any other reasonable duties as directed by the Befriending Services Manager or the Chief Executive Officer to ensure that Lead Scotland meets its obligations.

**Expected Outcomes**

The delivery of an efficient, effective and targeted befriending service across the Fife area which enables young carers to access activities within their communities, giving them a break from their caring responsibilities and supporting their mental health and wellbeing and which meets the outcomes and target numbers agreed with the funder. Key deliverables include achieving positive changes for young carers, as well as families and the wider community

**Person Specification**

**Post Title: Befriending Coordinator**

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **Education/ Qualifications/ Training** | * Commitment to continuous professional development
 | * Professional qualification (e.g., Community Development, Social Care or Youth Work qualification or equivalent by experience)
* Membership of CLD Standards Council for Scotland
 |
| **Experience/****Knowledge** | * Experience of enabling vulnerable children and young people to reach their potential.
* Experience of action planning and goal setting.
* Commitment to disability equality, rights of disabled adults and older people.
* Coordination experience of delivering wide reach projects.
* Understanding/experience of person-centred approaches to delivery and commitment to using a person-centred approach.
* Experience of working with and training volunteers.
 | * Understanding of working in the third sector.
* Volunteer management experience.
* Experience of working with young carers.
* Track record as an advocate of equality.
* Knowledge of children and young people’s rights and the legal implications of working with young people (GIRFEC)
* Understanding of policy landscape for young carers.
 |
| **Skills/****Abilities**  | * Ability to use own initiative.
* Confidence in communicating one to one and with groups. \*\*
* Ability to engage children and young people who may lack confidence.
* Ability to use own initiative and work under pressure as part of a team.
* Excellent organisational skills, ability to organise and prioritise.
* Ability to record, monitor and evaluate work.
* Very good digital skills (e.g., social media and Microsoft packages).
* Enthusiastic and positive approach.
* Creative, flexible, and receptive to change.
* Solution focused approach to problem-solving.
 | * Report writing
* Experience of developing and maintaining a network of key project contacts who can further support children and young people.
 |
| **Additional** | * Clear PVG check.
* Access to transport due to the nature of the work in homes and communities across the region.
* Willingness to undertake afternoon, evening and weekend work, flexing the service around the needs of young carers
 |  |

Lead Scotland is an organisation centred on people. As such we support a nurturing and flexible environment for our befriendees, volunteers, and staff. We encourage empathy, sensitivity, and enthusiasm to ensure our commitment to equality and diversity in everything we do. Your ability to use your initiative to adapt to others’ needs and to bring a calm approach to your professional delivery of befriending and support will ensure that your personal attributes are aligned with this role.

\*\*In the context of this role, communicating involves:

* written communication via email.
* Telephone conversations with colleagues, partners, and befriendees.
* Online communications using different platforms including Zoom and MS Teams, with colleagues, partners, and befriendees.
* In-person conversations with befriendees, colleagues, and partners.
* Occasional opportunities to present information to colleagues, befriendees, and partners using a medium that works for you, which could include flipcharts, Canva/PowerPoint/Slido etc, video, recorded spoken word, or spoken word/sign language as required.