

## **JOB DESCRIPTION**

### **JOB TITLE**

### **AREA ORGANISER (GIFT OF FRIENDSHIP)**

**JOB PURPOSE:-** To work with designated befriending clients in order to support them to progress towards and achieve goals that have been agreed with them as part of the Gift of Friendship programme.  
Meet with the designated befriending clients to monitor and review their progress

**ACCOUNTABLE TO** Befriending Co-ordinator (Gift of Friendship)

**SUPERVISED BY** Befriending Co-ordinator (Gift of Friendship)

### **DUTIES AND RESPONSIBILITIES**

Provide support to befriending clients in working toward their agreed-upon goals, as part of the structured, time-limited support offered through the Gift of Friendship program.

### **MAJOR TASKS**

Collect and record monitoring data as required to meet the programme's reporting and evaluation requirements, including details of client interactions.

Accompany clients to social and community activities that align with their personal goals, offering support and encouragement as needed.

Conduct risk assessments for venues and activities, ensuring the safety and suitability of all planned engagements.

Support clients in participating in and contributing to the ongoing evaluation and improvement of the project.

Promptly report any concerns regarding a client's safety, wellbeing, or welfare to the line manager or designated safeguarding lead, in line with organisational policies and procedures.

### **Training and Development**

1. Undergo mandatory and departmental training and development as required.
2. Evaluate the training undertaken and integrate it into your work programme.

### **Health and Safety**

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

## Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print name:** \_\_\_\_\_