

**Age UK Redbridge, Barking & Havering**

**Volunteer Co-Ordinator Befriending Service– Redbridge**

**SALARY**: £25,351 per annum for 35 hrs/week or £20,281 for 28hrs week

**WORKING HOURS**: 28 hours per week to 35hrs per week

**DURATION**: 12 Months

**CLOSING DATE**: Monday, 1st July

**INTERVIEW DATE**: Friday 5th July

Age UK Redbridge, Barking and Havering are seeking to recruit a Volunteer Befriending Co-Ordinator to work with existing Befriending Coordinator and Volunteer Coordinator to provide a Befriending Service (Forget –Me-Not) for older Redbridge residents to reduce isolation. This will involve supporting all aspects of volunteer recruitment and management as well as carrying out risk assessment for residents and matching volunteers to service users for home visits and/or telephone befriending.

The role includes recruitment, training, support and management of Befriending Volunteers, assessment of older residents requiring the service and matching volunteers with them. The post holder will also be responsible for case recording, monitoring and service evaluation.

Essential qualities include excellent communication skills with older people, volunteers and professional stakeholders as well as organisational skills and ability to write reports, maintain accurate records and monitoring. We are also looking for someone with experience and/or skills to manage own workload and work with minimum of supervision.

Previous experience of working with volunteers would be useful but not essential as training is provided and experience of undertaking risk assessments would be useful.

Closing date for applications is the Monday 1st July with interviews on Friday 5th July.

To apply: Please check our website for further details and a full application pack <https://www.ageuk.org.uk/redbridgebarkinghavering/about-us/work-for-us/>

Completed application forms and Equal Opportunities Forms should be returned to admin using the email: **admin@ageukrbh.org.uk** or alternatively post to:

Gabby O’Neill

Recruitment

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