

**Age UK Redbridge, Barking & Havering**

**Volunteer Befriending Co-Ordinator – Havering**

**SALARY**: £24, 146 pro rata, (£12,418 actual for 18 hours per week)

**WORKING HOURS**: 18 hours per week

**DURATION**: 12 Months

**CLOSING DATE**: Tuesday, 21st February 2023

**INTERVIEW DATE**: Monday, 27th February 2023

Age UK Redbridge, Barking and Havering are seeking to recruit a Volunteer Befriending Co-Ordinator for new Visiting Befriending Service for South Havering Primary Care Network housebound patients.

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

Essential qualities include excellent communication skills with patients, 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 set up new projects, 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 Tuesday 21st February with interviews on Monday 27th February.

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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