



## **JOB DESCRIPTION**

**Job Title:** Group Befriending Activities Co-ordinator (16 hours per week)

**Accountable to:** The Operations Manager, Volunteer Action

**Location:** Hybrid working

### **Job Purpose**

To work in partnership with the Volunteer Action team and the existing Countywide Befriending Service to reduce feelings of social isolation and loneliness felt by older people living alone in the community by developing and delivering group activities in their local areas.

To recruit a network of volunteers to provide a variety of appropriate social activities and encourage beneficiaries to join in whilst maintaining their independence, choice and dignity.

### **Task and Responsibilities**

The tasks and responsibilities shown below are not exhaustive and should be regarded as a guide. The postholder will be expected to undertake any training and reasonable activities according to the needs of the service at the time.

### **Activity planning and delivery`**

Take ownership of the delivery of the established programme.

Establish and deliver additional group events for the older community within East Northants North and Corby.

Identify potential venues

Develop communication materials to advertise the programme

Engage with local community groups and other organisations to help identify and communicate with beneficiaries

Develop and source a variety of activities to appeal to beneficiaries and allow them to enjoy their hobbies and interests with others in a group setting.

### **Volunteers**

Advertise and recruit suitable volunteers

Source, develop and provide appropriate volunteer training.

Ensure DBS checks and appropriate agreements and confidentiality agreements are in place

Ensure a suitable manpower rota is established to provide a consistent service.

### **Administration**

Receive referrals from service providers, administer the details on a secure database and ensure that all records are accurate and up to date.

Ensure that the programme of activities is within the budget and maintain an appropriate stock of equipment for activities.

Monitor and evaluate the success of the service to include measuring outcomes and maintaining records to monitor performance and to meet monthly reporting requirements

Obtain feedback from beneficiaries and adjust the programme as appropriate

## **General**

Work with the Volunteer Action team, other area providers and community groups to ensure high standards are maintained and event publicity is appropriate and reaching targeted beneficiaries.

Identify new opportunities for group befriending to increase the organisations accessibility, inclusivity and sustainability.

Identify ways to connect people to other community-based services improving social contact.

Familiarise and connect with all key community groups whose expertise would make an invaluable contribution to the Countywide Befriending Service

Undertake such other activities as are required to support the ongoing operation of Volunteer Action and the successful implementation of the group befriending service.

## **Person specification**

### **Essential;**

Experience with delivering and facilitating group events

Ability to meet deadlines and targets.

Experience of delivering evaluating and monitoring projects including collecting and collating data, feedback, and case studies

The ability to set priorities and manage own workload.

The ability to communicate clearly and effectively across varied community groups

Computer literacy with familiarity of using Microsoft office.

Full driving licence and vehicle available for travel for work

Values diversity, differing cultural perspectives and works effectively with people regardless of appearance, disabilities or beliefs

Demonstrates ability to work in a non-judgmental manner

### **Desirable (not essential);**

Working with people from vulnerable groups

Managing and supporting volunteers

Understanding of the issues surrounding health inequalities

Knowledge of the voluntary sector

May 2025

