**Role:** Befriending Administrator

**Reports to:** Children and Young People’s Manager

**Direct reports:** Befriending Volunteers

**Hours:** 12

**Department Structure:**

Sessional Workers/

Volunteers

**Disabled Children and Young People**

Head of Children and Youth Services

Children and Young People’s Manager

Co-ordinators / Key Workers

Chief Executive Officer

**Time2Share @ WECIL Befriending Service:**

Our 1:1 Befriending and buddy scheme involves a volunteer being matched with a young person who they take out regularly to do fun activities. Spending regular time with a disabled young person can make a dramatic difference to their lives and also benefit the people who care for them. It can enable young people to increase their confidence and independence, develop their life skills and gain other friendships. It also provides their parents with the chance to have a much needed regular break.

**Job Purpose:**

* To support the administrative function of the Time2Share@WECIL Befriending Service to deliver a high quality befriending service for disabled children and young people.
* To be the initial point of contact for Befriending enquiries from families, young people, volunteers, interested parties and other agencies and partners.

**Key tasks or duties:**

Supervision:

* Management of Befriending social media groups

Accountability:

* Maintain records of initial enquiries for volunteering so we can monitor what adverts / websites / forums work best.
* To update organisational profiles, adverts and events on other websites, forums and social media e.g. Findability, Do It, Rainbow Resource, 1Big Database, Volunteer Bristol, Bath Volunteer Centre, etc. as directed by the team.
* To update the database with newly registered children, young people, parents, volunteers, partners, potential funders, etc. and keeping the information on the database clean and up to date.

Independence of Action**:**

* To work with the co-ordinators to develop a volunteer recruitment process that is fit for purpose and follows safer recruitment guidelines

Complexity**:**

* To support co-ordinators to promote opportunities for volunteers by creating online recruitment adverts on local volunteer and job seekers websites.
* To maintain the relevant website pages and content
* To attend volunteer/family recruitment fairs and events where appropriate to support the development of services
* To assist co-ordinators with the recruitment of new volunteers by responding to enquiries; sending out application packs; writing to referees; assisting with DBS checks; sending out hard copies of risk assessments and creating ID badges
* To assist co-ordinators to gather statistics from volunteers and families about the level of service they have received during the month via email, text and phone calls and inputting onto funders monitoring spreadsheet.
* Any other responsibilities as deemed appropriate by the Children and Young People’s Manager or the Befriending Coordinator’s.

Relationships:

* To work with the team to produce a termly newsletter and / or other communications for families and volunteers.
* To develop strong lasting relationships with volunteers from the start of the recruitment process

**Environmental Responsibilities:**

Contribute to WECIL’s Commitment to tackling the climate emergency and improving the environment

**Dimensions:** *briefly outline:*

* Support co-ordinators with the management of day-to-day volunteer expenses and budgeting for families activities
* Be the first point of call for volunteer recruitment and engagement

**General Responsibilities**

* Work within WECIL’s Safeguarding and Data Security Policies.
* Uphold WECIL’s Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
* Act at all times within WECIL’s Rules, Policies, Procedures, Standing Orders and Financial Regulations and any other statutory requirements
* Observe WECIL’s Code of Conduct at all times and advise any suspected breaches to the Line Manager.
* To work to the WECIL Charter and support other staff members to do so.
* To undertake training as required.
* To attend staff and team meetings as required.
* Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors.
* Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met.

**Signed: …………………………………….. Date:……………………….**

**Post Holder**

**Signed: …………………………………… Date: ………………………**

**Line Manager**