

**Move On Support Service**

**Befriending Development Worker**

**Title:**  **Befriending Development Worker**

**Location:**  **Edinburgh**

**Responsible to: Mentoring and Employability Manager**

**Hours**   **35 hours per week**

**Salary:**  **£21,575 to £23,975 (It is Move On policy to start on point one of the salary scale)**

**Main Purpose of the Job**

Move On is working in partnership with Link Living to deliver the Edinburgh Young Person’s Service across the city.

Link Living is delivering visiting, tenancy support and Move On will deliver befriending. The main aims of the service is to support young people in transition and to prevent homelessness.

The post-holder will be responsible for the day-to-day coordination of a Befriending Service for young people aged 16-25 years who can be hard to reach by services, and who are most at risk of homelessness.

The service will use volunteers to provide support to young people as they prepare to transition out of receiving visiting support. It is anticipated that a young person will be matched with a befriender for a period of 6 months, building on the positive outcomes gained through visiting support and continuing to work towards sustainable life changes.

Befriending will provide a ‘safety net’ at an important time of change. It will enable young people to build social networks, reduce isolation, connect with their community and ultimately help them live independently and maintain their tenancies well.

**Key Functions and Responsibilities**

The Befriending Service Coordinator will:

* Carry out all aspects of the volunteer recruitment process;
* Deliver the volunteer training programme;
* Liaise with Link Living support staff to receive referrals from the Edinburgh Young Person’s Service and to identify young people who will benefit from working with a befriender;
* Complete relevant assessments and reviews of the young person’s needs;
* Complete relevant risk assessments and reviews;
* Introduce an appropriate volunteer befriender to support each young person and provide ongoing support, guidance and monitoring throughout the match;
* Support each young person to identify what they would like to achieve with the support of their befriender and to create a person-centred goal/activity plan;
* Carry out regular support & supervision meetings with each young person and befriender and ensure regular communication is maintained;
* Ensure that the safety and welfare of individuals are protected in accordance with Move On’s safeguarding policies and procedures;
* Liaise with other agencies and practitioners to ensure a holistic approach for all individuals receiving the service;
* Work flexibly including some evenings and weekends to meet the needs of the service;
* Participate in team meetings, regular support & supervision and training.

**Creativity**

* Shaping service delivery - provide a flexible response to the changing needs and circumstances of vulnerable people affected by homelessness;
* Supporting volunteers to play a positive role, imparting valuable information and experiences to vulnerable people to aid their transition towards independence;
* Working alongside the Mentoring and Employability Manager to generate and implement ideas for improving service delivery and achieving outcomes;
* To understand and work within the ethos of ‘helping people to help themselves’.



**Befriending Service Coordinator**

**Person Specification**

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|  |  *Essential* |  *Desirable* |
| *SKILLS* *AND* *QUALITIES* | * Excellent communication skills and the ability to network well with others
* Ability to build good working relationships with vulnerable people
* Demonstrable commitment to the ethos of helping people to help themselves
* Excellent planning and organisational skills
* Ability to work on own initiative
* Experience of using a user-led approach to service delivery and development
* Good IT skills
 | * Ability to manage a varied role with an, at times, complex workload
* An understanding of the issues facing people affected by homelessness
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| *EXPERIENCE* | * Experience of managing and supporting volunteers
* Experience of working with socially excluded or disadvantaged groups
* Experience of designing and facilitating training
* Experience of partnership working
* Experience of data collection and recording
 | * Experience of befriending
* Experience of participating in an ‘on call’ safety system
* Experience of carrying out monitoring and evaluation of a project or piece of work
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Please refer to our web site for information about Move On

www.moveon.org.uk

The post is subject to PVG disclosure.

# Closing date: Wednesday 21st July