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| **JOB DESCRIPTION** | |
| **POST TITLE:** | **FAMILY VOLUNTEER CO-ORDINATOR** |
| **Salary:** | £12.41 per hour |
| **Duration:** | 10 hours per week initially funded for 1 year |

**Purpose:**

This project aims to reduce child poverty and loneliness and isolation, to increase skills and confidence improve physical, emotional and mental health for families in Patchway. Through participating in this project, families will be more resilient and better able support one another. We will focus the work on preschool children, aiming for them to have the skills they need to start school. This will be achieved by developing a volunteer led ‘Buddy’ scheme working with the Community Volunteer Coordinator and the Family Support Workers to build capacity and community skills. This will entail recruiting, training and managing volunteers as ‘Buddies’ for families. Working with service-users to provide family activities, information, advice and guidance and where appropriate, liaising with other Southern Brooks projects to provide support for volunteering and returning to work.

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| **Keys Objectives** | Southern Brooks has been established for over 25 years. Our approach to working in communities is to build “Strong communities powered by people”. We do this by building on the skills, interest, knowledge and experience that people have, bringing people together to discuss the issues that are important to them, creating relationships and partnerships based on trust and respect, going on a journey with people so they feel excited by change and able to influence decision making and creating opportunities for people from different cultures, age groups and experiences to work with them over the issues that matter to them.   * To work with parents and carers and give them the skills and confidence and ability to make positive choices * To recruit and train a team of volunteers who can provide low level support to families * To develop a training and induction programme for volunteers * To ensure there are weekly activity groups for identified families * To identify additional and ongoing training needs for volunteers and service-users through signposting within Southern Brooks and working across teams * To provide group/peer supervision for volunteers working within the team   We have a mission of “Strong Communities Powered by People”. We know that successful communities have people who are excited by change, learning and working together, able to influence decision making, have the skills and confidence to be involved in their communities, able to make health choices as well as building and sustaining good relationships.  You will use the values Southern Brooks Community Partnerships community development values and practices. You will be working with people to build confidence, tackle issues of poor health, help children and young people to make the steps to achieve their potential, help people back into employment and support with personal finance to live in a safer and stronger community. |
| **Special Notes and Conditions** | * Evening and weekend work will be part of this role. * All staff will be expected to work across the team for special events as and when requested. * The nature of the duties of this post will require you to travel on business on a regular basis, so you must either have a current driving licence and provide a car or have access to appropriate means of travel. * If you use your vehicle on authorised Southern Brooks Community Partnerships (SBCP) business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies SBCP against claims (including those concerning passengers) arising out of the use of the vehicle on official business. * SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults. * This post is subject to a Criminal Records Check (CRB) and is exempt from the Rehabilitation of Offenders Act. All offences will be considered. * In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team. |
| **Data Protection Act 1984** | All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner. Duties and obligations under the Act that relate to this particular post will be explained to the post holder upon appointment |

**Person Specification**

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| Essential skills | Competencies | Method of assessing |
| **Skills & Qualities** | * Dynamic and flexible approach * Confidence to reach out and include a wide range of people * Positive, can-do attitude * A commitment to helping people reach their potential * Team work skills * Good I.T. Skills | PS /  Interview |
| **Experience & Knowledge** | * A minimum of 3 years’ experience of building positive relationships with people from a diverse range of cultures and backgrounds * Understanding of working with families with complex needs * Knowledge and experience of leading and supporting a team of volunteers * Commitment to equalities   Desirable   * Qualification in community development, social work, youth work, education, health or similar | PS/  Interview |
| **Communication** | * Excellent communication skills * Building rapport with colleagues, volunteers and service users * A commitment to working across teams | PS /  Interview |
| **Other** | * Access to transport * Able to work evenings and weekends as required | PS/  Interview |