

## JOB DESCRIPTION

**Job Title:** Assistant Friendship Coordinator  
**Report to:** Volunteer & Befriending Coordinator  
**Responsible for:** Project Volunteers  
**Hours of Work:** 15 per week  
**Salary:** £7,410.00 per annum  
**Location:** Birmingham and Sandwell  
**Contract Type: (i.e. permanent, fixed term etc.)** Fixed Term Until 30 April 2022

### Job Purpose

To work with our Volunteer & Befriending Coordinator to develop and support the creation of networks, friendships for older armed forces communities in Birmingham and Sandwell.

Additional hours for this role may also be available for some inclusive activity work.

### Essential Duties/Responsibilities:

- To engage with older armed force individuals understanding individuals interests and hobbies
- To match individuals with other like-minded older armed forces individuals
- To raise awareness of safety around any individual vulnerabilities to support and reduce the risk of safeguarding.
- To support friendship network to become more active within their communities and less isolated.
- To recruit volunteers
- To understand local assets to ensure network is supported on suitable community activities
- To build partnerships and links with relevant groups and organisations in order to publicise the project
- To promote via social media, website and other channels to ensure
- To carry out quality monitoring required internally and by external funders.
- To work at all times within the Values and Mission Statements and the Diversity and Equality Policy of Age Concern Birmingham, together with all other agreed policies and procedures of the organisation, and to ensure that this applies to all volunteers as appropriate.

- To promote a positive image of Age Concern Birmingham at all times and to establish a professional and confidential working relationship with all staff and volunteers.
- To run activity sessions such as relaxation, singing etc

**Skills & Qualifications:**

Experience of working with / within armed forces community would be an advantage

Understanding the needs of older people and vulnerable individuals

Understanding and experience of safeguarding

Experience of working with volunteers

Experience in MS Office

**Special Conditions:**

- Disclosure and Barring Service (DBS) check will be undertaken for this role.
- This is a description of the job as it is at present.
- It does not form part of the contract of employment.
- Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder.

*This is a description of the job as it is at present. It does not form part of the contract of employment.  
Job Definitions are regularly reviewed and altered when necessary in conjunction with the post holder.*

*Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:  
Promoting good practice and prevention of harm and abuse  
To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported*

## PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE
<p><b>Skills &amp; Experience</b></p> <ol style="list-style-type: none"> <li>1. Armed forces experience – personal or within the workplace</li> <li>2. Experience of working with volunteers</li> <li>3. Experience of partnership working</li> <li>4. Excellent interpersonal skills (communication, listening skills)</li> <li>5. Understanding of equality and diversity in service delivery</li> <li>6. Understanding of safeguarding issues</li> <li>7. Experience of MS Office</li> <li>8. Use of social media in the workplace</li> <li>9. Ability to run inclusive activity sessions</li> </ol>	   * *  *  * * *	       * *
<p><b>Personal Characteristics</b></p> <ol style="list-style-type: none"> <li>10. Positive attitude towards older people and others in need</li> <li>11. Customer focused</li> <li>12. Ability to work on own initiative</li> </ol>	  * * *	

*Date...June 2021*

