

Role Description

Title:	Volunteer Lead Mentor Befriender – Buddy Scheme
Reports to:	Volunteer Manager
Locations:	Wiltshire
Availability:	<p>Volunteers are expected to commit themselves to being available for at least 4 hours a week. Due to the nature of the work, hours worked are flexible and should be agreed with the Volunteer Manager.</p> <p>Volunteers may be asked to attend training events and meetings, which may be in the evening or at weekends.</p>
Purpose of Role:	To support the coordination of the Buddy Scheme with the Volunteer Manager through carrying out initial assessments (including risk assessments) by phone and in person and matching with a suitable volunteer. To ensure ongoing support and monitoring where appropriate.
Main Tasks:	<p>Working within the agreed policies, principles and codes of practice of Splitz, the post holder will:</p> <ul style="list-style-type: none">• Work with the service users sensitively to share information; completing Risk Assessments and Support Agreements to contribute to evaluation processes. Identify any emerging risk factors.• Develop good working relationships with volunteers in order to best match with service users.• Ensure all relevant service user paperwork is completed accurately and on time.• Be aware of, network with, and maintain good relationships with other relevant agencies, and be able to disseminate information appropriately.• Develop awareness of other agencies that offer specialist services and make referrals or 'Signpost' effectively.• Be willing to participate in personal training and supervision opportunities and attend team meetings.• Communicate with other staff, as well as the Project Co-ordinator, issues related to activities and work undertaken.• Carry out other tasks appropriate to the post, which may be identified as the service develops and as agreed with the Volunteer Manager.

VOLUNTEERING OPPORTUNITY

DATED: 7 JANUARY 2022



Splitz Support Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Training:

Splitz will provide induction training and meet the cost of appropriate training to the role.

Skills & Qualities:

- Excellent Listening skills
- Good interpersonal and communication skills
- Ability to develop realistic solutions
- Ability to encourage strengths and challenge when necessary
- Patience
- Empathy with individuals or families who have experienced crisis.
- Good IT skills (eg Word, email, database)
- Able to drive and with own car
- Organised and able to maintain effective records
- Ability to work unsupervised, using your own initiative as well as work in a team.

Risk:

Lone Working

Measures:

Lone Working Policy (See Staff Manual)
Health and Safety Policy " "