**Job Description and Person Specification**

**Volunteer Coordinator (Befriending)**

Fife Young Carers are looking for a Volunteer Coordinator to join an enthusiastic and busy team working towards providing quality support and services to Young Carers across Fife. The Volunteer Coordinator would be responsible for coordinating the Befriending Project.

**Based** at Unit H, Newark Road North, Eastfield Industrial Estate, Glenrothes. You must be willing to travel throughout Fife and occasionally further.

You will be **paid** £25,607.40 to £26,390per annum (Pro-Rata) starting at the lower scale and rising incrementally until the top salary is reached. This is a part-time position of 17.5 hours and requires flexible working hours which will include some evening and weekend work. This post will also include facilitating some respite trips and occasional residential stays.

**Travel** expenses will be paid in accordance with current mileage allowances or at cost if public transport is used.

**Annual Leave** entitlement is 35 days per year inclusive of Public Holidays, this rises annually until a ceiling of 40 days is reached (Pro-Rata).

A full **disclosure check** through the PVG scheme is mandatory.

**Reporting** directly to a Service Manager, you will be responsible for providing holistic support to young carers aged 0 to 25. You will be part of a team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers and the development of the organisation.

**Job Description**

* Develop a bank of volunteers who can be matched to the young carer depending on area of interest or activity requested.
* Provide training, support & supervision to volunteer befrienders.
* Support young carers to identify activities that will help them achieve their individual outcomes.
* Promote opportunities for young carers to access activities in their communities and increase connections with other young people.
* Coordinate and run a group session once a fortnight.
* Coordinate additional group befriending opportunities throughout the year.
* Produce, distribute, and present promotional materials and resources to external organisations to raise awareness of the service.
* Develop ways to implement informal and formal support in line with short breaks.
* Liaison with key partner agencies.
* Be aware of, and work within, national & local strategies, legislation, and policies relevant to young carers.
* Record keeping, monitoring, evaluation and report writing.
* Undertake any other duties commensurate with the grade of the post.

**Person Specification**

* Commitment to uphold Fife Young Carers values: Respect; Innovation; Integrity; Inclusiveness; Diversity
* A commitment to the Rights of Children and Young People.
* Enthusiasm and confidence.
* An approach which is flexible, solution focussed and innovative.
* Experience of working with vulnerable children and young people.
* Experience of recruiting, working with and supporting volunteers.
* Understanding child and young adult development.
* Understanding young carers and young adult carers issues and being able to empathise and offer emotional support.
* Knowledge of children and young people’s rights and the legal implications of working with young people such as Child Protection.
* An awareness of, and ability to work within, national & local strategies, legislation and policies relevant to Young Carers and Young Adult Carers such as GIRFEC.
* Full and valid driving licence and access to a vehicle during working time.
* Relevant Education, Community Development, Social Care or Youth Work Qualifications or skills and experience to SCQF level 7.

Please complete and return the application form, located on our website, and return to [admin@fifeyoungcarers.co.uk](mailto:admin@fifeyoungcarers.co.uk).

**Closing Date:** Friday 3rd January 2025, 5pm, or earlier if enough applications are received.

**Interview Date:** Thursday 9th January 2025. Interviews are in person at our Glenrothes base.

If you would like to discuss this role further before applying, please contact our office on 01592 407 262.

We look forward to hearing from you.