

Carers Befriending Co-ordinator PR109

Hours: 21 hours (to include Monday & Tuesday)

Salary: SCP20 £26,446 (Actual £15,868)

Contract: Fixed term to 31st March 2024

Location: Carers Leeds Office with the option of hybrid working

Closing date: Tuesday 24th May 2022 at Midday

Interview date: Wednesday 8th June

Carers Leeds is an independent charity that gives specialist and tailored support, advice and information to unpaid carers aged over 16yrs. An unpaid carer is someone who looks after a friend or relative that could not manage without a carer due to a health condition, frailty, substance misuse or disability.

Established in 1996, our award-winning service and team of expert support workers are dedicated to improving the lives of thousands of carers in Leeds.

Carers Leeds works in partnership with community groups, local businesses and third sector organisations to give carers in Leeds a network of support. We deliver confidential advice, guidance and emotional support that help carers keep on caring.

Brief Role Description: To work with our existing carers befriending co-ordinator to increase capacity in our carers befriending project at Carers Leeds. The project offers both face to face and telephone befriending.

Key Duties and Responsibilities:

- To recruit, train, motivate and supervise volunteer befrienders.
- To assess carers (at a venue of their choosing) and match them with a suitable befriender.
- To deliver a service which is accessible to the diverse range of carers in Leeds.
- To manage the project budget, including volunteer expense claims.
- To input into the development of our overall volunteer programme.
- To work with colleagues to promote the project to other organisations.
- To use Carers Leeds systems to ensure that carer and volunteer records are maintained and project evaluation is carried out.

This post is subject to a satisfactory a DBS check

Excellent terms and conditions including:

- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexitime
- Hybrid working (part home/part office based)

To Apply please visit <http://www.carersleeds.org.uk/vacancies>

Please submit online applications only. (No Agencies / CVs will not be accepted)

Carers Leeds celebrates diversity and strive to be an equal, diverse and inclusive organisation, we welcome applications from all sections of the community. Groups currently under-represented in our workforce are Black,

Asian and Minority ethnic groups, people with disabilities, younger and older workers, men and transgender people.

Carers Leeds is a Limited Company Registered No. 3242065
Registered Charity No. 1058706

