

## Ruils

### Job Description

<b>Job Title:</b>	Project Coordinator - Sitting & Befriending
<b>Responsible to:</b>	Children's Services Manager
<b>Salary:</b>	£23 000 per annum pro rata
<b>Pension:</b>	Employer contribution
<b>Hours:</b>	Part time 21 hours per week
<b>Based:</b>	The Disability Action & Advice Centre 4 Waldegrave Road Teddington TW11 8HT

### Introduction

Ruils is a user-led charity supporting individuals (irrespective of age, impairment, health condition or capacity) to live independently at home and in their community. The services we provide range from information, advice and advocacy to practical support to identify and manage care and support.

The Sitting & Befriending Service provides Befrienders to families living within the London Boroughs of Richmond and Kingston with a child or young person with additional needs. The service provides Befrienders to look after the child with additional needs (and their siblings) in the home and to accompany the child or young person out into their community to access a social or leisure activity that they enjoy.

### Purpose of Post

The post holder will work with children and/or young people and their families to support them to find an appropriate Befriender to meet their needs. They will be responsible for recruiting, checking and training Befrienders to provide appropriate support to the families registered on the service.

### Key Duties and Responsibilities

1. To work in a person-centred way with each young person and their family to gather accurate information about their needs and desired outcomes to enable the identification of a suitable Befriender.
2. Work with the family and child/young person to develop a personalised plan including personal aims as well as recorded outcomes.
3. Working with the child and/or young person and their family to identify any risks and to ensure measures are put in place to minimise them.
4. Provide information or sign post to other service where appropriate.
5. To provide information on what the service can provide highlighting the key responsibilities that the family has.
6. Recruit, train and manage a pool of Befrienders to meet the needs of the families that we support. This includes:
  - Advertising & Recruitment
  - Conducting interviews
  - DBS & Reference Checks
  - Issuing Key information e.g. Handbook, Policies & procedures
  - Facilitating training

- Providing support where appropriate
  - Dealing with performance issues & terminating contracts.
7. Facilitate, organise and/or deliver appropriate training for Befrienders to ensure that they are equipped to carry out their role to a high standard.
  8. Support Befrienders to compile profiles based on their experience, interests, skills and availability which can be shared with the young person and their family
  9. Arranging introductions between Befrienders and families and providing support to the family in the selection of a suitable Befriender.
  10. Communicating with both families and Befrienders to ensure that they are both well supported.
  11. With the young person and their family, review the young person's plan and outcomes and support the young person/family to make any changes.
  12. Conduct 6 monthly reviews with Befrienders which includes identifying any training needs.
  13. Maintain records of families and Befrienders including the uptake of the service, the hours used, unmet needs and satisfaction with the service provided.
  14. Complete Monitoring reports as required including recording service outcomes in line with Children in Need data collection requirements
  15. Build and maintain good working relationships with professionals in the local authority, health services, specialist schools and voluntary sector organisations within the borough.
  16. Promote the service across the borough.

### **General**

The post-holder is expected to work in line with the Ruils' policies and procedures including health and safety, confidentiality, safeguarding adults and children, and equal opportunities and diversity. In carrying out their duties the post-holder should endeavour to maximise the opportunity for disabled individuals to be independent and to create opportunities that enable them to reach their full potential.

It is necessary for all employees to be flexible, and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services to individuals and to ensure the efficient running of the organisation.

The post-holder will:

- Promote the work of Ruils including inputting into the design and promotion of the Sitting & Befriending Service.
- Be self-servicing and will maintain efficient files and records and record on the Ruils database;
- Attend monthly staff meetings;
- Attend personal supervision and appraisal meetings;
- Attend and contribute to Planning Days and Events as and when required;
- Undertake any training necessary to improve performance;
- Comply with all relevant legislation.
- Ensure that confidentiality of client information is maintained in line with GDPR regulations.

### **Special Requirements:**

Flexibility to work outside of normal office hours on occasion. Occasional weekend work required.

## Person Specification –Project Coordinator Sitting & Befriending

	<b><i>Tested through Application Form</i></b>	<b><i>Tested at Interview</i></b>
<b>Education, Vocational Training &amp; Qualifications</b>	Good standard of education	
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of advising, and supporting young people and their families.</li> <li>2. Experience of project management.</li> <li>3. Experience of engaging with community organisations.</li> </ol>	Excellent IT skills
<b>Knowledge &amp; Understanding</b>	<ol style="list-style-type: none"> <li>4. Understanding of the needs of families with young people with additional needs</li> <li>5. Knowledge of Children's Services</li> <li>6. Understanding of the Social Model of Disability &amp; how it can be applied in an everyday situation.</li> </ol>	<p>Understanding of the SEN Reforms and the implication for young people and their parents.</p> <p>Knowledge of the process of recruiting staff or volunteers</p>
<b>Skills &amp; Abilities</b>	<ol style="list-style-type: none"> <li>7. Excellent administrative Skills.</li> <li>8. Ability to work under pressure, in stressful situations and to tight deadlines.</li> <li>9. Ability to multi-task.</li> <li>10. Ability to work in partnership with other organisations.</li> </ol>	<p>Ability to work on own initiative and with minimum day to day supervision.</p> <p>Excellent communication and inter-personal skills</p> <p>Good personal planning and organisational skills</p>
<b>Other</b>		An Enhanced DBS check is required with this role.