



Kingston Voluntary Action

Buddy Scheme Coordinator

Job Description

Hours per week:	14 hours
Salary:	£31,950 pro rata + 5% pension contribution
Contract:	Fixed Term until March 2028 (with possible extension)
Annual leave:	27 days per year plus bank holidays pro rata
Reporting to:	Deputy CEO / Health Programmes Manager

The Role

Kingston Voluntary Action's Buddy Scheme is a face-to-face befriending scheme that supports neurodivergent adults, specifically people with learning disabilities or autism, to enjoy their social time and take part in leisure activities with a volunteer buddy.

The aims of the scheme are to reduce social isolation and loneliness, increase choice, improve confidence and self-esteem and help integration into the community.

The ideal candidate will have the enthusiasm and motivation for working with neurodivergent people and running small projects, alongside strong networking skills. They will have experience of co-ordinating volunteers / people and will be positive about the difference that volunteers make. This role will involve working with and helping people in the community and the right candidate will have the opportunity to make the job their own.

Main Duties and Responsibilities

The main purpose of the job is to oversee, manage and develop Kingston Voluntary Action's (KVA) Buddy Scheme project, including;

- Recruitment and selection, training, induction, support and management of volunteers
- Taking referrals for service users and carrying out assessments
- Establish buddy pairings between service users and volunteers
- Monitoring all Buddy Scheme pairings
- Organising group outings
- Publicising the work of the Buddy Scheme, including creating publicity materials
- Budget management and fundraising to ensure financial sustainability
- Keeping accurate records for the project, in line with data protection legislation
- Monitoring, evaluation and reporting on the project

- Monitoring and reviewing policies and procedures relevant to the scheme in line with developments and new legislation

General

- Work to KVA policies and procedures
- Contribute to wider KVA activities as needed
- Contribute to all KVA communications including the KVA Website
- Represent KVA as and when appropriate
- Undertake training for professional development

Additional requirements: Attendance at occasional evening and weekend meetings/events will be required. The role will be based at Siddeley House, with some hybrid working, but will also require travel across the Borough. This role will be subject to satisfactory references and DBS check

This job description will be subject to regular review and adjustments.

Person Specification

Requirement	Essential	Desirable
<u>Educational attainment</u>	Good standard of general education, preferably including GCSEs in Maths and English (or comparable)	Social Care, or Health related qualification
<u>Knowledge</u>	Knowledge and understanding of neurodivergent people	Knowledge of voluntary and statutory services for neurodivergent adults
	Understanding of safeguarding procedures and risk assessments	Knowledge of best practice in volunteer management
	Understanding of GDPR guidelines	Experience of conducting DBS checks
		A good knowledge of Kingston, including leisure opportunities.
<u>Experience</u>	Experience of working with, or involvement with, neurodivergent adults	Experience of working in the voluntary and community sector

	Experience of managing volunteers and / or people	Personal experience of volunteering
	Project management experience; ability to plan, implement and monitor work	Experience of completing funding applications/bids
	Experience of developing and delivering training	
	Experience of working with a range of stakeholders	
	Experience of working independently and within a team	

<u>Skills and abilities</u>	Excellent communication skills, both verbal and written	
	Strong admin and IT skills	
	Strong organisational skills	
	Ability to travel independently	
	Ability to recognise and mitigate risk	
	Ability to develop and organise group activities	

<u>Personal qualities</u>	Able to work collaboratively with a range of partners, colleagues, stakeholders, volunteers and service users	
	Able to display sensitivity, tact and diplomacy in all situations	
	A full commitment to equity, diversity and inclusion with practical ideas for its implementation within the scope of the post.	