

Kingdom Abuse Survivor Project (KASP)

Job title: Befriending Co-ordinator

JOB PROFILE

Background

Kingdom Abuse Survivor Project (KASP) is a registered Scottish charity and a company limited by guarantee with more than 28 years' experience of providing services to women and men who have experienced childhood sexual abuse.

Our Vision

Our vision is for adult survivors of childhood sexual abuse in Fife to have a positive future, free from the debilitating effect of abuse and able to access the resources of an understanding supportive community.

Our Mission

We will work in partnership both locally and nationally to generate a positive future and reduce the detrimental impact of CSA on adult survivors through:

- Provision of professional and relevant support and counselling services
- Provision of training to encourage trauma informed practice
- Influence on policy and legislation

Job Description

Job purpose

The purpose of this post is to develop and co-ordinate all elements of the befriending service within KASP which provides services to women and men who have experienced childhood sexual abuse.

This role contributes as a co-ordinator to meeting the aims and objectives of KASP.

Reporting to

KASP Manager

Key activities

Responsible under the general direction of the Manager for the recruitment, training, development, support and supervision of all befriending volunteers within KASP. Contribute to the monitoring and evaluation of KASP volunteer projects.

Duties and Responsibilities:

1. To advertise, recruit, manage, support, supervise and mentor a rolling cohort of befriending volunteers within KASP. To liaise with KASP clients seeking a befriender.
2. To plan work schedules and rota's for befriending volunteers ensuring the provision of befriending services at times and locations which meet service user needs wherever possible. This will include working out with office hours to provide evening cover and training opportunities at weekends.

3. Working closely with the staff team, to oversee the ongoing training and development of befriending volunteers. This will include providing induction, in-house training and sourcing internal/external training opportunities.

4. Implement KASP's volunteer policies and procedures and develop additional resources to support the recruitment, development and retention of befriending volunteers.

5. Work in partnership with other agencies across different sectors in order to establish good working relationships to influence decisions about volunteering.

6. Promote volunteering and raise awareness on the value, role and functions of volunteers (both internally and externally). This may include provision of information, awareness raising and publicity events and activities to raise staff awareness of the role and function of volunteers.

7. To contribute to monitoring and evaluation for the service, ensure the accurate recording and processing of data and prepare reports as necessary for both internal and external purposes.

8. Support the Manager in achieving the aims and objectives of KASP, working within and complying with all organisational policies, procedures, legislation and regulatory and funding bodies.

9. Working closely with all colleagues take responsibility for promoting a culture of continuous improvement, strong service user focus and collaborative working. Promote effective team communication, team building and strategic planning through collaborative and participatory work practices.

10. Ensure that principles of equality and anti-discriminatory practice are embedded throughout all aspects of KASP operational and organisational activities. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the service.

11. Comply with relevant health & safety legislation and good practice as set out in KASP's H&S policies and guidance.

12. Perform other duties as reasonably required by the Manager and show commitment to ongoing personal development.

Person Specification

Qualifications, Training and Experience	Essential	Desirable
Educated to at least SVQ Level3 or equivalent in relevant subject		D
At least 2 years' experience of providing services to vulnerable client groups	E	
Experience of working with volunteers	E	
Experience in managing volunteers or paid staff in both formal and informal settings	E	
Knowledge of Data Protection Legislation and good practice		D
Experience in providing training		D
Competencies		
Excellent communication and interpersonal skills	E	
Good leadership skills with experience of managing and developing teams and individuals	E	
Good organisational and IT skills appropriate to level of role	E	
Ability to problem solve, prioritise tasks, meet deadlines and delegate effectively	E	
Proven ability to work effectively with partnership agencies	E	
A sensitivity to and knowledge of the effects of childhood sexual abuse on both males and females.		D
Personal Qualities		
Committed, effective and co-operative	E	
Open and empathic	E	
Self motivated and with the ability to motivate others	E	
Flexible and responsive approach with ability to adapt to meet the needs of the organisation	E	
Commitment to equal opportunities and anti-discriminatory practice.	E	
Special Requirements		
Able to work flexibly including some evenings and occasional weekend work	E	
Ability to travel within and out with Fife	E	
Ability to have business motor insurance if required		D