BRS Befriending (Ballyhoura Rural Services)

Volunteer Coordinator (North Cork Area) Maternity Cover

**Background**

BRS Befriending (Ballyhoura Rural Services) is an organisation dedicated to identifying and helping people who are affected by Isolation be it physical social or emotional. We support adults of all ages but the majority of our clients are the older aged. Our befriending service is provided by staff and volunteers who visit people in their own homes one to two days per week, we also provide a phone befriending service. We have the time to sit and chat, have a laugh, go for a walk or a coffee, assist people with their shopping, we have the time to listen! We receive referrals from family members, health professionals & community members. We are funded by the Department of Social Protection and the HSE (Cork Kerry Community Health Care). We work in partnership with a variety of statutory and voluntary organisations in the East Limerick and North Cork Region. During the current project we will be working with meals on wheels services in the region on a pilot befriending service & also focusing on developing health promoting activities during client visits where this may be possible.

**GENERAL DESCRIPTION:**

The volunteer Coordinator provides professional staff support to Ballyhoura Rural Services (BRS) volunteers, ensuring that clients involved with the BRS services receive consistent befriending/ advocacy services. The volunteer Coordinator is responsible for Volunteer recruitment, volunteer supervision and coordination of cases, awareness raising & promotion of befriending service in the North Cork Region.

**QUALIFICATIONS/SKILLS**

The volunteer Coordinator should have the following skills and experience:

* Bachelor’s degree in social service-related field or equivalent combination of education and experience
* The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred
* Knowledge and understanding of issues of loneliness/isolation and dynamics within families in relation to caring for vulnerable adults
* Commitment to goals and mission as outlined by BRS
* strong interpersonal skills and the ability to deal with a diverse range of people
* an empathy with clients & volunteers and an understanding of their needs
* the capacity to inspire and motivate others
* the ability to deal with information in a confidential manner and respond with sensitivity
* good organisational skills and the ability to manage a variety of tasks
* administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
* experience of working across different sectors and developing links with other agencies

**Reporting to:** The volunteer coordinator reports directly to the board of directors

**Location:** North Cork Area based in Charleville, Co Cork

**Hours of work:** 28 hrs/week

**Salary:** €26,831 per annum

**Duration:** This position is a maternity leave cover (6 month Contract) subject to funding

**Funding:** This position is supported by the HSE (Cork Kerry Community Health

Care)

**RESPONSIBILITIES:**

* Work in partnership with meals on wheels services in the region on pilot befriending service
* Developing health promoting activities during client visits where this may be possible
* Complete BRS volunteer training
* Promote & raise awareness of BRS befriending services throughout the North Cork area
* Lead the recruiting, screening, interviewing and training of new volunteers
* Review new cases and assign appropriate volunteers, in consultation with colleagues working in the North Cork Region
* Prepare and manage all volunteer personnel files & client files in accordance with BRS company policies and relevant legislation
* Provide assistance and consultation for volunteers as needed and when requested
* manage budgets and resources, including the reimbursement of expenses
* maintain databases and undertake any other administrative duties.
* Attend staff meetings and assist in the evaluation of the program
* Attend in-service trainings and assist with coordination if requested
* Complete work time sheets monthly
* Attend conferences/seminars/meetings as requested by the board of directors
* Participate in performance evaluations of this position as directed by the board of directors
* monitor and evaluate activities and write reports for funders and trustees
* Other duties as may be assigned by the board or the chair of the board
* keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes
* work with multiple agencies across different sectors in order to establish good working relationships to raise awareness of service

**\* A full, clean driving licence and use of a car is essential for job role**

**\* Garda Vetting will be required**

If you are interested in applying for this position please complete the application form attached to this advertisement and send with an updated copy of your CV to  [goconnor@ballyhourars.org](mailto:%20goconnor@ballyhourars.org%20)  before the closing date of **5pm on Thursday 8th June 2023**