



Let's BeFriends Network Coordinator Role Description

- Contract 6-8 hours per week (negotiable) @ £12 per hour
- Self-employed role with an initial 12-month contract
- Flexible hours and based in the community with ability for some home working
- Potential for the hours to increase over time

Let's BeFriends is a charity set up by the Lancaster Homeless Advisory Lived Experience Group. We offer a befriending service for those who are homeless, about to become homeless or recently rehoused after a period of homelessness. In order to deliver our service we rely on a team of volunteers who often have lived experience and can offer quality time to build trusting relationships. We have effective referral pathways in place with local authority as the statutory lead for homelessness and with local health services.

We are looking for a Network Coordinator to help recruit and grow our team of befrienders, to coordinate and implement a recruitment plan to attract new volunteers and to lead on planning and organising recruitment campaigns. The post holder will be expected to network, build and maintain relationships with various organisations to aid the sustainability of recruitment.

We understand that the post is part-time and the role can vary from week to week but examples of the work may include:

- Coordinate and implement a recruitment plan to attract new volunteers
- Lead on planning and organising recruitment campaigns
- Develop links and partnerships with relevant statutory and non-statutory agencies

Volunteer recruitment and selection

- Promote volunteer opportunities, using different channels to target identified groups
- Design a range of marketing materials in accessible formats to promote Let's BeFriends and our volunteering programme
- Disseminate marketing materials to a wide range of audiences
- Attend volunteer fairs and community events to promote Let's BeFriends
- Organise recruitment drives to promote our volunteering programme
- Utilise local and regional networks to promote volunteering opportunities

Administration

- Lead on the active use of social media platforms to widen our reach
- Develop different ways to gather feedback from volunteers and beneficiaries
- Create case studies that can be used for promotion and funding
- Ensure feedback and evaluation outcomes are shared

About you:

- Excellent interpersonal and communication skills including the ability to deliver presentations and use influencing skills to promote the service, develop links and foster good relationships with external organisations relevant to the role
- IT proficiency including competent use of social media, GSuite and Microsoft Office
- Committed to and work within the values, aims, principles and policies of Let's BeFriends in which equality and diversity is embedded throughout
- Willing to give and receive objective feedback and challenge constructively
- Able to identify and share best practice

A copy of our handbook, policies and procedures can be found on one of our partners website here: <http://www.thecornerstonelancaster.org.uk/>

If you are interested in this post please email your CV and a covering letter to lbflancastermorecambe@gmail.com or call Dusty Thomas for an informal chat on 07875025009.

Deadline to apply - 11.59pm on Wednesday 27th July

Registered Charity Number 1199161