



Network Coordinator

- **16 hours per week @ £12.98 per hour**
- **Self-employed role with an initial 12-month contract**
- **Flexible hours**
- **Based in the community with ability for some home working**

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

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

The role can vary each week but examples of the work may include:

Volunteer recruitment

- Coordinate a recruitment plan to attract new volunteers
- Develop links and partnerships with relevant statutory and non-statutory agencies
- 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
- Work closely with the Line Manager, Project Coordinator and Volunteer Coordinator
- Ensure feedback and evaluation outcomes are shared
- Create case studies that can be used for promotion and funding
- Attend monthly staff meetings

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 the "Get Involved" tab on our website here: www.letsbefriends.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 Tuesday 30th May 2023

Interviews to take place - week commencing 5th June 2023



Registered Charity Number 1199161