

JOB DESCRIPTION	
Post	Powys Befriending Service Officer – North Powys (<i>Fixed term to 31st March 2027</i>)
Department/ Project	Community Well-being Team
Base	PAVO Offices at Plas Dolerw Newtown
Responsible to	Powys Befriending Service Line Manager
Responsible for	No line management responsibilities
Terms & Conditions	See below
Purpose of this post	<p>The aim of the project is to support people over the age of 50 living in Powys, to help maintain their independence, build confidence and develop their social network.</p> <p>We support people who have become socially isolated because of ill-health, bereavement, disability, life changes or social disadvantage by arranging a supportive, reliable relationship with a volunteer Powys Befriender. We will help promote personal choice, aim to increase self-esteem and the development of new social opportunities.</p> <p>We work within a variety of methods: reconnecting with activities in the community, a 1:1 befriender visiting clients at home or telephoning regularly.</p> <p>This post will increase capacity within the service by supporting a variety of stages of the befriending process, including client registration and assessment, recruiting and supporting volunteers, arranging matches between clients and volunteers, monitoring on-going relationships and promoting the service.</p>

Key Responsibilities	<ul style="list-style-type: none"> ● To support clients to achieve “What matters” to them through Powys befriending Service activities. ● Facilitate the referral, registration and assessment process, ensuring that clients understand the service and give consent. ● Manage a caseload of clients, supporting and monitoring befriending relationships as required across North Powys, making sure that clients receive a service in a timely manner with minimum wait. ● Facilitate the recruitment and retention of volunteer befrienders, adhering to safe recruitment procedures and ensuring regular support and supervision. ● Promote the delivery of quality, safe services through ensuring that operations comply with PAVO policy and procedures, maintaining confidentiality at all times. ● Accurate record keeping and producing monitoring information .
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This position has a requirement for an enhanced DBS Check, the position is classed as regulated activity under the Safeguarding Vulnerable Groups Act 2006 as amended by the protection of Freedoms Act 2012 and will be subject to a check of the list of those people barred from working with vulnerable adults.

The job description covers the main duties and responsibilities of the post but other duties commensurate with this role will also be undertaken by the post holder. PAVO aims to provide a service that is responsive to the needs of its membership and service users and it is therefore necessary that staff respond to changing requirements. Job descriptions and/or work plans will be updated from time to time to meet these changes.

PERSON SPECIFICATION

Required Knowledge & Experience	<ul style="list-style-type: none"> ● Understanding of people suffering from loneliness and isolation and / or loss of independence ● Working with and supporting volunteers ● Understanding of safeguarding ● Understanding of rural communities ● Understanding and commitment to equality, diversity & inclusion ● Understanding of and commitment to the Active Offer
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Required Skills & Abilities	<ul style="list-style-type: none"> ● Ability to show empathy and understand the difficulties faced by clients and volunteers ● Sound communication – both verbal and written ● Group facilitation ● ICT skills ● Working as part of a team ● Ability to use own initiative and prioritising a demanding workload ● Ability to maintain confidentiality ● Ability to work remotely when needed ● Ability to travel round rural Powys ● Welsh Language skills competency level 1 – <i>‘I can pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.’</i>

MAIN TERMS & CONDITIONS OF EMPLOYMENT	
Post	Powys Befriending Service Officer – North Powys (Fixed term to 31st March 2027)
Salary	£33,143 per annum
Hours of Work	35 hours per week (Full Time preferred but would consider Job share or Part time)
Probationary period	The appointment is subject to the satisfactory completion of a period of probationary service of 2 months.
Car User Status	PAVO pays all relevant travel at the current agreed mileage rate.
Holidays	25 days per annum
Pension Scheme	A contribution equal to 6% of salary will be made available to the PAVO Stakeholders Pension or to a Private Pension Scheme
The above are the main terms and conditions applicable to the post. A full statement of the terms and conditions will be issued on appointment.	