

## Person Specification and Job Description

<b>Name of Role</b>	BuddyUp Coordinator	
<b>Responsible to</b>	Inclusion Manager	
<b>Post Description</b>	To run a Buddy Scheme in the borough of Richmond. As BuddyUp Coordinator you will match up young disabled people to a volunteer buddy who will support them to access services and leisure opportunities.	
<b>Experience &amp; Knowledge</b>		
<u>Essential</u> <ul style="list-style-type: none"> <li>• Experience of working in a frontline role delivering a project</li> <li>• Experience of monitoring, evaluation and completing project reports</li> <li>• Experience of meeting project targets, prioritising workload, and meeting deadlines</li> <li>• Experience of organising an event, project or similar that shows strong organisational skills</li> <li>• Excellent working knowledge of Microsoft Word, Outlook and other applications</li> <li>• Knowledge and experience of inclusive engagement methods for young people</li> <li>• Understanding of confidentiality, data protection issues and safeguarding issues</li> <li>• Understanding of equalities issues</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Understanding of the social model of disability</li> <li>• Experience of working with disabled people or vulnerable groups</li> <li>• Experience of Managing Volunteers</li> <li>• Knowledge of Makaton</li> </ul>	<th style="text-align: center;"><b>Skills &amp; Abilities</b></th> <ul style="list-style-type: none"> <li>• Empathic approach</li> <li>• Pro-active</li> <li>• Time management and task prioritisation</li> <li>• Able to work independently as well as part of a team</li> <li>• Excellent written and verbal communication skills</li> <li>• Report writing skills</li> <li>• Network, and keeps others informed</li> <li>• Action orientated and can-do approach</li> <li>• Strong interpersonal skills with the ability to communicate with a range of people including young people, families, and a range of other stakeholders</li> </ul>	<b>Skills &amp; Abilities</b>
<b>Other requirements</b>		
Enhanced CRB that permits working with vulnerable children. You will need to travel around the boroughs of Richmond and Kingston for this role.		

<b>Main Tasks and Duties</b>
<ol style="list-style-type: none"> <li>1. Coordinate all aspects of the Richmond BuddyUp Scheme and support the delivery of the Kingston BuddyUp scheme</li> <li>2. Recruit, train and manage volunteer 'buddies'</li> <li>3. Meet with the young person and families to go through the options available to them</li> <li>4. Match buddies and young people and ensure there is a successful, positive relationship with any issues quickly resolved</li> <li>5. Carry out a risk assessment with families and young people on our template and share with volunteer buddy.</li> <li>6. Work closely with our Kingston BuddyUp Coordinator to organise group BuddyUp days</li> <li>7. Ensure project is widely marketed and marketing materials, leaflet, website content, social media is up to date and is accessible.</li> <li>8. Keep accurate records of all clients participating in the project, maintaining a database of client information, and continuing to update client record with progress and outcomes.</li> <li>9. Complete all monitoring and evaluation as required by the funder.</li> <li>10. Involve young people in the running of the project in a variety of ways.</li> </ol>

11. Provide inclusion training at activities
12. Develop partnerships with other organisations that work with disabled children
13. Write full end of project report which details findings and makes recommendations about future services.
14. Ensure that the project is compliant with the Social Model of Disability
15. Comply with Richmond AID's policies and procedures
16. Attend training and development as identified by you and your manger
17. Any other work commensurate with the level of this post
18. You will need to travel within Richmond and Kingston boroughs and further afield as part of this post and will need to work outside of normal office hours including evenings and occasionally weekends.