



Job Description

Job Title: **Good Neighbour Coordinator**

Location: **services will be provided within the area of the North Westmorland Benefice, beginning in Morland and Newby, where market research has already been conducted, with the intention of expanding steadily. The coordinator role will be based at home and need not be located within the area of benefit.**

Salary: **£15 per hour**

Fixed Term Contract for one year (with aspiration to extend)

Hours of Work: **3 hours** (flexible to meet the needs of clients & volunteers)

Purpose and Overview

Good Neighbour projects match people who can give some time, with people who need some help. Lots of people help each other out already, but a Good Neighbour project is a way of giving casual help more structure, so that:

- People who need help don't feel they're bothering their neighbours if they need to ask for help frequently.
- People who don't know each other, or who are new to the area, can be matched up to help or be helped.

Neighbourly actions, big or small, can make a huge difference. Making time for someone else, even for just a couple of hours a month can be a positive benefit for both parties. The actions don't have to be big: for instance, helping someone with the shopping, garden tidy, reading, baby-sitting, help with pets or IT. Or to organise something larger such as a shopping trip or a regular social event for a group.

Specific Objectives of the Role

- To act as a point of contact by phone and email.
- To promote the project and help to spread awareness in the community.
- To oversee the safe recruitment and coordination of a team of volunteers.
- To assess client needs and provide them with solutions to meet those needs, by matching them with appropriate volunteers.
- To monitor and record volunteering activities.

Knowledge & Experience

The **Good Neighbour Coordinator** will:

- require experience of managing or supervising activities and / or people.
- be a good communicator, comfortable with speaking other people and occasionally delivering presentations and training.
- be competent in the use of computers, specifically Office 365 (Word, Excel, Powerpoint).

Communications & Relationships

The **Good Neighbour Coordinator** will:

- build effective relationships to identify those who need support.
- coordinate the matching of clients and volunteers.
- maintain regular contact with volunteers.

Co-ordination

The **Good Neighbour Coordinator** will:

- work within procedures and policies.
- be responsible for working within the project budget, and for the safe handling of data and expenses.
- be responsible for supporting fundraising activities & encouraging volunteers to become involved.
- be responsible for equipment and resources used in carrying out the role.

Monitoring and Support

The **Good Neighbour Coordinator** will:

- ensure compliance with DBS and Safeguarding requirements for volunteers.
- be responsible for collecting activity data for the project.
- be supported by a local steering group.