

## **JOB DESCRIPTION**

**Job Title:** Buddy Up Support Officer  
**Salary:** £11,774.70 (£19,624.50 pro rata)  
**Location:** Community venues – borough wide  
**Hours:** 21 hours per week (flexible with the potential opportunity to increase hours dependant on funding)  
**Term:** Fixed Term: 12 months from start date  
**Accountable to:** Buddy Up Co-ordinator

**Job Purpose:** To support the Buddy Up Co-ordinator to deliver the Buddy Up project, to reduce social isolation, increase self-esteem and develop skills in preparation for an independent adulthood for young people with Special Educational Needs and Disabilities (SEND).

### **Main Duties and Responsibilities:**

- To support the Co-ordinator with the planning, logistics and delivery of monthly social clubs in Southport and Crosby for 13 to 18 year olds
- To support the Co-ordinator to plan, deliver and facilitate additional activities throughout the year during evenings, weekends and school holidays, aimed at building participants skills, confidence and friendship groups
- To support with volunteer recruitment, training and retention
- To support volunteers to develop their skills and team spirit so they are better equipped to support the project's participants
- To support the Co-ordinator to monitor and evaluate the projects outputs, targets and outcomes in line with the funder's aims and objectives

## **General**

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

## **Confidentiality**

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

## **Hours of Work**

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This will involve regular evening and weekend work as well as during school holidays. The post-holder will be expected to manage their time effectively and adopt a mature and common sense approach to this arrangement with support from their line manager.

## **Pension**

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

## **Annual Leave & Public Holidays**

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

## **Travel & Other Expenses**

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

## **Equal Opportunities**

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

### **Navajo Charter Mark (LGBTIQA+)**

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively welcome people from LGBTIQA+ communities to apply for our job vacancies.

### **Disability Confident Employer**

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



**What we mean by disability:** The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview:** The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply:** If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

## **Living Wage Accreditation**

In 2022, Sefton CVS were accredited as a Living Wage Employer in recognition of our commitment to ensure that all staff receive a Real Living Wage.



## **Additional Information**

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

## **PERSON SPECIFICATION**

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

### **Specific Requirements to this post**

- Experience of working with Children and Young People with SEND
- Experience of planning and facilitating group activities for young people with SEND
- Experience of supporting volunteers

### **Desirable Requirements to this post**

- Qualifications in relevant subject area such as Youth Work, Disability or Education.

### **Common Requirements for all Sefton CVS posts**

#### **Communication Skills**

- To effectively communicate with different groups and individuals in various situations.

#### **Interpersonal Skills**

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

#### **Organisational Skills**

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

#### **Team Working**

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

**Information & Communication Technology**

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

**Equal Opportunities**

- To be committed to and understand equality and diversity practice and implementation in the workplace.

**Voluntary Sector**

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.