



Eden Care UK - Sessional Worker

Job Description and Person Specification

JOB DESCRIPTION

Post	Eden Care UK Sessional Worker
Reporting to	Befriending and Volunteer Manager
Responsible for	<ul style="list-style-type: none">• To provide Programme Support to the Eden Care UK Befriending Programme and Providing End of Life support.• To support the Befriending and Volunteer Manager in organising and keeping all befrienders list up to date.
HOURS	12 - 20 Hours
SALARY	£10 per hour
DURATION	6 months contract with a possibility of an extension

Main duties and responsibilities

- Support line manager with organising and keeping all befrienders and service users list up to date.
- Work in partnership and maintain professional relationships within a team.
- Registration of participants and volunteers in line with GDPR policies.
- Collect card and cash donations and give to line manager in line with our policies.
- Respond and work in line with managers instructions.
- Assisting befrienders to support service users with a 'wish list'.
- Support with reviewing all service users and ensuring they are getting the support needed.
- Ensuring all befrienders DBS is up to date and they are active.
- Supporting line manager in suitably matching befrienders with service users.
- Scheduling guests, clients and appointments.
- Assist in arranging and designing workshops, and promotional material.
- Engaging with clients and Eden care team members to organise events.

Safeguarding / Policies & Procedures

- To ensure that Health and Safety processes are followed, and risk are minimised.
- To ensure all policies and procedures are adhered to.



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Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
Experience/knowledge		
Educated to A-level or equivalent level	Application form	D
Experience of working within the charity sector	Application form	D
Relevant fundraising experience	Application form	D
Experience of working in a team	Application form	E
Able to work weekends and evenings	Application form	E
Ability to demonstrate a clear commitment to equality of opportunity and inclusive practice.	Application form Interview	E
Abilities/Skills		
Ability to speak clearly in English	Interview	E
Good interpersonal skills	Interview	E
Ability to work with members of the public	Interview	E
Ability to work together and effectively with manager and colleagues	Interview	E
Ability to motivate your team members	Interview	E
Ability to work independently and as a member of a team.	Interview	E
Resourceful, full of initiative and good at problem solving, especially in difficult situations.	Interview	E