**COMMUNITY BUDDIES CHAMPION – ROLE SUMMARY**

**Focus of the Role**

Your key focus will be on developing opportunities for older people to live their best possible life by:

* Pairing individual older people with a volunteer buddy who shares the same interests and hobbies or who loves the same kind of activities so that they can do these together and
* Enabling people to develop their own friendship or activity groups through co-production and based around shared interests, skills and hobbies

**Key Relationships**

Age UK Bradford District teams, Volunteers, Partners across the VCS and statutory sectors.

**Responsibilities**

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| **Promoting the Buddy Scheme** | * Promoting the scheme across all the diverse communities in the area served to older people, potential volunteer buddies and key partners internally and externally including the Council’s Adult Social Care teams. This will include facilitating events to promote the scheme and bringing members of the scheme together as required. * Work with partners and providers in the scheme including the VCS, statutory, corporate and business sectors to create friendly accessible environments for older people. * Ensure that the scheme reaches out to all groups and communities across the diverse areas served |
| **Manging the Buddy Scheme** | * Pairing older people and buddies having identified their individual needs and goals and assisting and regularly reviewing the development of the pairing responding to any issues that arise. * Establish and lead on the development of friendship groups with peer support or that of buddies. Identify shared connections, interests and hobbies and facilitating people to come together to develop these as either regular or one off groups and activities, including enabling attendance at events which they may be interested in. * Enable older people to be involved in and influence the wider activities of AUKBD or the scheme. |
| **Working with Volunteers** | * Responsible for the recruitment, induction, training and supervision of volunteer buddies and those involved in peer support * Facilitating one to one and group meetings for the buddy team. |
| **Other duties** | * Maintain records, case studies and details of work, including equality, diversity and inclusion data to enable effective reporting and promoting of the scheme and AUKBD’s work * Ensure compliance with quality standards, legal requirements and the policies and procedures of AUKBD. This will include safeguarding, lone working, health and safety and GDPR requirements. * Carry out training relevant to the role, attend team meetings and other duties that may from time to time be required to meet the needs of AUKBD. * To assist with fundraising initiatives * To promote and encourage an active interest in the hubs and the wider work and services of the charity. |

**Community Buddies Champion – Experience, Knowledge and Skills**

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| **Experience** | * Experience of working within and reaching out to communities | * Desirable |
| **Knowledge** | * An understanding and commitment to person-centred and co-production approaches * An understanding of the needs of older people and an ability to connect with them and put them first * An understanding or experience of the issues involved in working with volunteers | * Essential * Essential * Desirable |
| **Skills** | * Ability and confidence to facilitate meetings * Ability to motivate and support a volunteer team * Ability to speak one of the languages prevalent in Bradford other than English is preferred but not essential * A commitment to the values and vision of AUKBD and to equality, diversity and inclusion * Ability to work independently * Basic IT skills including Microsoft Word and Excel * Flexible approach to work, location and hours * Willingness to undertake training | * Essential * Essential * Desirable * Essential * Essential * Essential * Essential * Essential |

**Age UK Bradford District – Vision, Mission & Values**

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| **Vision** | Valuing everyone’s future, developing age friendly communities and putting people first. |
| **Mission** | We will enable, empower, and support people to live well as active, engaged and influential members of their communities. We will work to ensure that everyone’s contribution is valued and that individuals and their communities provide mutual support which promotes independence, inclusion, choice and control. |
| **Values** | Person Centred, Inclusive, Empowering, Connected, Authentic |