



## Befriending Volunteer

Our new Befriending Service will be supported by a team of dedicated befriending volunteers who are passionate about supporting female survivors to have a healthy & meaningful life.

We are looking for kind, caring and committed volunteers to provide weekly 121 distance befriending (via scheduled telephone and/ or online video calls) to matched graduates of Bramber Bakehouse, increasing opportunities for social connection, promoting health and wellbeing, self-confidence and independence.

**Title:** Bramber Bakehouse Befriending Volunteer

**Commitment:** Approximately 2 hours per week (includes weekly befriending calls & related admin)  
Up to 16 sessions per befriending match  
Calls take place Monday - Thursday 9am to 5pm for 30 - 45 minutes  
Volunteers are required to commit to 12 months & support 2 match phases

**Location:** Home-based & best suited for volunteers living in Sussex

**Reporting to:** Progression Support Coordinator

## To apply for this role:

- Complete our short form online
- Complete our equal opportunities online monitoring form. The information on this form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Applications close at midnight on Tuesday 9th April 2024

Online interviews are expected to take place on Wednesday 17th & Thursday 18th April 2024

Online training sessions are expected to take place on Thursday 9th, 16th & 23rd May 2024 10am - 12.30pm

**If you have any questions about the befriending service, please contact  
Dionne Widgeroy, Progression Support Coordinator  
07946 334180 | [befriending@bramberbakehouse.co.uk](mailto:befriending@bramberbakehouse.co.uk)**

**[bramberbakehouse.co.uk](http://bramberbakehouse.co.uk)**

Bramber Bakehouse is a Registered Charity No: 1172837 | Registered Company No: 09437477

# Role Description

## **Key Responsibilities**

- Make regular contact with a woman/women with whom you have been matched, building a relationship of trust and support
- Support and encourage women to access opportunities that increase social connection & health & wellbeing utilising local signposting resources
- Submit a befriending contact sheet, supplied by BB, after each scheduled call
- Participate in built-in reviews and evaluation supplied by BB
- Participate in 121 and volunteer group support via the Coordinator
- Uphold Bramber Bakehouse's vision, culture and values and abide by the policies and procedures provided through our volunteer training and handbook

## **Person Specification**

### **Qualities, Skills & Experience Required**

#### **Essential**

- Must be female aged 18+
- Able to build relationships and work positively with team members and other women
- Organised and reliable
- Excellent communication skills
- Good IT skills (for emails, completing online forms, basic online searching)
- A warm and friendly attitude
- An understanding, empathetic and non-judgemental approach
- A clear sense of professional boundaries

#### **Desirable**

- Experience working with women survivors of trauma
- Experience of working with ethnically and culturally diverse communities
- Knowledge of local area and services

### **Other Requirements**

- Able to attend three online volunteer training & induction sessions via Zoom
- Reliable access to a telephone, laptop/device and internet
- Able to commit to support for 12 months
- Provide details of a suitable reference
- Completed a DBS standard check (carried out by Bramber Bakehouse)

### **Training & Support**

- All volunteers are required to attend volunteer training & induction which include additional reading and homework activities
- Volunteers may be required to participate in additional training and support during the placement
- Ongoing support will be offered by the Coordinator either in person, via telephone or online
- Regular communications and resources will be shared with volunteers via email
- Reimbursement of out of pocket expenses such as phone call and travel costs (where required and with proof of receipt)