**Family & Volunteer Co-ordinator**

**35 hours per week (28 hours may also be considered)**

**FIXED TERM 12 MONTH CONTRACT**£28,686 – 33,625 salary pay band FTE

Are you warm, efficient and a great listener? Do you have experience of home visiting families? Family Friends is a *Queen’s Award for Voluntary Service* winning charity based in North Kensington which specialises in befriending and mentoring. We are recruiting a full-time Family & Volunteer Co-ordinator to join our team. The charity provides long-term practical and emotional help to disadvantaged families living in Kensington & Chelsea, Hammersmith & Fulham and South-East Brent through a network of 40-50 volunteers. Each volunteer supports either the parent or child in a family. We have a great record for ‘helping families to help themselves’. In this varied and exciting role, the Family & Volunteer Co-ordinator’s work includes:

* Recruitment and training of volunteers
* Introduction, supervision and support of volunteers
* Assessment of children and parents needs via home visits
* Monitoring and evaluating the services
* Some evening and weekend work is required.

**Closing date: Thursday 30 January 2020, 5pm**

**First interviews: Week commencing 3 February 2020**

**Second interviews: Week commencing 10 February 2020**

**The successful candidate will be required to attend our two day volunteer training on Thursdays 27 February and 5 March 2020 as part of their induction.**

Download and email your completed application to info@familyfriends.uk.com or call 020 8960 9099 for further details.