



*"The flower of health blooms when all parts work together"*

## **Job Description: Volunteer Coordinator – Mental Health First Aid Befriending Service**

**Position:** Volunteer Coordinator

**Location:** (TBC)

**Hours:** 8 hours per week

**Salary:** £15/hr

### **Role Purpose:**

The Volunteer Coordinator will play a vital role in supporting the smooth operation of our Mental Health First Aid Befriending Service. This individual will be responsible for recruiting, onboarding, and matching trained Mental Health First Aider volunteers with service users in need of emotional support and companionship. The role ensures that both volunteers and service users are appropriately matched, supported, and empowered to create meaningful connections.

### **Key Responsibilities:**

#### **1. Volunteer Management:**

- Recruit, screen, and onboard volunteer Mental Health First Aiders.
- Maintain an up-to-date database of active volunteers and their availability.
- Provide ongoing support to volunteers.

#### **2. Matching and Coordination:**

- Assess the needs of service users to ensure they are paired with suitable volunteers.
- Coordinate initial introductions between volunteers and service users.
- Monitor and review matches to ensure they remain effective and positive for both parties.

#### **3. Support and Oversight:**

- Act as the main point of contact for volunteers, providing guidance and addressing concerns.
- Offer regular check-ins with volunteers to monitor their well-being and capacity.
- Ensure all interactions align with safeguarding policies and procedures.

#### **4. Administration and Reporting:**

- Maintain accurate records of volunteer and service user activities.
- Prepare reports on service outcomes and volunteer contributions for management.
- Ensure compliance with organisational policies, including confidentiality and data protection.

#### **5. Outreach and Promotion:**

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- Promote the befriending service to attract both volunteers and service users.
- Build relationships with community organisations to support recruitment and referrals.

#### **Skills and Qualifications:**

- Experience in volunteer management, coordination, or a similar role.
- Strong understanding of mental health and the role of Mental Health First Aid.
- Excellent interpersonal and communication skills.
- Strong organisational and time-management abilities.
- Familiarity with safeguarding and confidentiality protocols.
- Proficiency in using databases and basic office software.

#### **Personal Attributes:**

- Empathetic and supportive nature.
- Ability to work independently and collaboratively.
- Passion for promoting mental health and community well-being.

#### **The Application Process**

Application deadline: Sunday 2<sup>nd</sup> March 2025

Interview date: Interviews will be held as applications are received.

Interview location: In person, Bathgate.

Interested candidates should submit your application form, CV and cover letter by email to [info@environmentalheathcic.org](mailto:info@environmentalheathcic.org)

#### **Entitlement to work in the UK.**

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Please note that EnvironMentalHealth CIC does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

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