

# Befriending Worker

Job Description and Person  
Specification

# Befriending Worker

<b>Hours</b>	34 hours
<b>Salary Scale</b>	Grade 2
<b>Salary</b>	£25,231-£27,650 per annum (pro rata for part time)
<b>Contract</b>	Fixed term to 31/03/26
<b>Location</b>	Clarence House, Horsforth, Leeds, LS18 4LB with regular travel across West Yorkshire
<b>Annual Leave</b>	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years
<b>Pension</b>	3% employer contribution, 5% employee contribution, enhanced by salary exchange
<b>Probationary Period</b>	6 months
<b>Reporting to</b>	Project Coordinator
<b>DBS Check Level</b>	Enhanced

## Introduction

Leeds Mind is the city's leading mental health charity. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health condition.

Our values of Being Open, Supportive, Brave, Connected, and Resourceful are pivotal to the work we do.

The befriending service is a social support service for people aged 50+ across Leeds who are experiencing mental health difficulties and high levels of social isolation. The service offers one to one befriending partnerships with a likeminded volunteer.

## Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment and being an equal opportunities employer - We believe that inclusive practices should be part of everything we do. We are committed to ensuring that our colleagues, volunteers, and service users feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

To find out more about how we are developing this you can click [here](#).

## Purpose of the role

The successful post holder will be a highly motivated individual who will be responsible for: offering person centred 1-1 befriending and group support to older people across Leeds; ensuring notes are kept up to date and evaluations are completed.

## Main Tasks and Responsibilities

- Manage a caseload of older people offering them 1-1 befriending
- Develop support plans with clients of the service
- Maintaining appropriate and accurate monitoring records.
- Monitoring and evaluating outcomes for clients using a range of tools including questionnaires, case studies and direct contact with clients.
- Collecting, collating and returning quarterly monitoring data in a timely manner.

## Organisation

- Participate in 1:1s, performance and development, including Leeds Mind compulsory training programme
- Attend and participate in service/team meetings
- Work within the framework of Leeds Mind's policies and procedures
- Promote the values, behaviours and ethos of Leeds Mind
- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure
- Undertake any other reasonable duties as and when required

# Person Specification

	Essential	Desirable
<b>Knowledge/ Qualifications</b>	<ul style="list-style-type: none"> <li>● GCSE English and Maths (or equivalent) at grade C/4 or above</li> <li>● Understanding of the impact of isolation</li> <li>● Understanding of the issues facing elderly people with mental health needs in the community</li> <li>● Understanding of the challenges faced by people experiencing mental health difficulties.</li> </ul>	<ul style="list-style-type: none"> <li>● Driving licence (and access to own vehicle)</li> <li>● Knowledge of co-production within mental health</li> <li>● Knowledge of the impact of health inequalities</li> </ul>
<b>Skills/Ability</b>	<ul style="list-style-type: none"> <li>● High level of IT skills, proficient with a wide range of Microsoft Office programmes (Word, Excel, Outlook, PowerPoint, CRM Database)</li> <li>● Ability to travel across Leeds</li> <li>● Excellent communication skills, and ability to build rapport with older people</li> <li>● Excellent administrative and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>● Group facilitation skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of managing multiple priorities</li> <li>● Experience of engaging people from diverse backgrounds</li> <li>● Experience of working with older people</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of coproduction preferably in a mental health setting</li> <li>● Experience of facilitating groups</li> <li>● Experience of supervising volunteers</li> </ul>
<b>Behavioural</b>	<ul style="list-style-type: none"> <li>● Lived experience of mental health difficulties.</li> <li>● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful.</li> <li>● Open to change and able to work flexibly in line with the needs of the service/organisation.</li> <li>● Commitment to working in partnership with service users, management, and staff.</li> </ul>	

	<ul style="list-style-type: none"><li>• Demonstrate a commitment to equality and diversity in the workplace.</li><li>• Commitment to safeguarding clients and others you may come into contact with as part of your role.</li></ul>	
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