



**Linking Lives Eastbourne is a befriending service, working alongside local churches, to help people who are socially isolated and require friendship or support.**

#### **DEVELOPMENT WORKER – Job Description**

<b>Location</b>	Eastbourne area
<b>Employed by</b>	Linking Lives Eastbourne
<b>Responsible to</b>	The Board of Trustees through the Management Group
<b>Hours of work</b>	22.5 hours pw. Flexible with some evening and weekend work required

#### **Summary and main purpose of job**

- To lead the development of Linking Lives Eastbourne within the parameters of Linking Lives UK.
- To work with the Management Group (MG) to ensure the safe day to day operation of LLE, ensuring that clients and volunteers are well supported and equipped.
- To work with the MG to provide strategic and spiritual direction to LLE to reach agreed objectives and outcomes.

#### **Main objectives**

- Sharing the vision of the work among local churches, seeking to develop partnerships with affiliate churches and recruit volunteer befrienders to address isolation and loneliness in the area.
- Ensure volunteers receive the necessary training, support and supervision to flourish in their roles.
- Promote and maintain the Charity's Christian ethos within the wider church community.
- Work with the MG to address ongoing issues and agree future strategy.

#### **Project Development**

- Work with the MG on any fund raising activities through grant applications and other methods, including support of churches and individual supporters.
- Assess and develop new opportunities for projects which contribute to the aims and objectives of the charity.

Linking Lives Eastbourne is a registered charitable company.  
Company no: 10236474. Charity no: 1171917. c/o St John's Church, St John's Rd, Eastbourne BN20 7SD.  
LLE is affiliated to Linking Lives UK - <http://linkinglives.uk>

## **Key tasks**

- Working closely with the leaders of churches and other bodies, carry out presentations to local groups, especially churches, in order to raise the profile of scheme and recruit volunteers.
- Compile and produce necessary publicity material ensuring that it kept up to date and relevant.
- Develop and oversee the management of the local website and any social media accounts.
- Liaise with statutory agencies, churches and other voluntary bodies to ensure suitable referrals are maintained and that the scheme is meeting identified needs.
- With the MG, ensure the safe and thorough assessment and allocation of Link friends and suitable volunteers, including sensitive assessment of potential for supporting spiritual needs.
- With the MG, overseeing the training programme for volunteers.
- Compile and maintain a directory of relevant activities in churches and other bodies for signposting and information.
- Liaise with Link Visiting UK and other national/local bodies in order to remain up to date with national and local developments.
- With the MG, develop and implement a funding strategy.
- With the MG, organise and support occasional events and activities as required.

## **Essential skills or attributes**

- A heart for people who experience life limiting isolation and loneliness and a conviction of a calling to address the issues locally.
- Excellent interpersonal and presentation skills (verbal and written) including the ability to relate to core/affiliate churches, volunteers and statutory bodies
- Experience of managing people within a service environment with focus on achieving the standards required when providing high quality of care.
- Excellent understanding of confidentiality and professional boundaries.
- Ability to work independently, prioritise workload and manage a caseload with timescales and targets.
- Ability to handle difficult situations with sensitivity.
- Commitment to equality and diversity.
- Competent computer skills.
- Sympathy with the charity's Christian ethos.

## **Desirable skills or experience**

- Experience of managing volunteers and working with older people in either a paid or voluntary capacity.
- Experience of working autonomously with different groups and organisations, setting targets and measuring progress against goals.
- Full driver's licence and use of a car.