



the friendship project  
for children

## Older Friend Job Description

**Role Title:** Older Friend

**Responsible to:** Area Coordinator

**Overall Objective of the Role:**

- To provide regular 1:1 friendship and support to a local child or young person (Younger Friend)
- To provide activities (currently) lacking in the child's life and access to 'learning opportunities'
- To improve the child's confidence and self-esteem
- To enable the child to have fun

**Role Criteria:**

Older Friends need to –

- Live in or near Warwickshire
- Enjoy being with and relating to children
- Be over 18 years old and a car owner, or willing to use public transport/taxi's for travel
- Be able to provide a minimum commitment of 6 months
- Complete an application form and be able to supply 2 character references
- Apply for an Enhanced DBS check online (paid for by The Friendship Project)
- Attend Safeguarding training (within the first 6 months and then every 3 years)
- Work within the Project's Child Protection Policy as Safeguarding of Children and Young People (and our volunteers) is paramount to the work of the Friendship Project



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**Duties and Key Responsibilities:**

- Relate to the Younger Friend in an appropriate way, given his or her age, level of understanding, previous experience, and present situation
- Building a one to one relationship, based on trust and mutual respect
- Acting as a positive role model for the Younger Friend
- Primarily you are a friend who listens, supports, and has fun outings with the Younger Friend
- Complete and return a monthly Expenses/ Activity Report Form regardless of whether any expenses are being claimed
- Work within The Project's code of conduct, work ethic and values
- Have a positive attitude, be tolerant and understanding
- Communicate effectively with the Younger Friend, their family, and your Area Coordinator and/or Group Supporter
- Be able to work in an open and honest way
- Be reliable and consistent
- Take pride in your role and be a good role model
- Value, support, and respect each other
- Confidentiality is of paramount importance
- Work together for the good of The Friendship Project
- Honesty and integrity
- To be aware of and work within the Project's Rules and Guidelines maintaining confidentiality

**Knowledge, Experience and Skills required:**

- Some experience with Children or Young People, whether this be informally with friends or relatives' children or through work
- Knowledge of your local area and activities that may be good for children and young people
- Good Communication and listening skills
- Able to maintain confidentiality
- Team player
- Trustworthy and able to build good working relationships
- Non – Judgmental approach
- Friendly and reliable



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#### **Expenses:**

- Honesty and integrity underpin everything we do
- Older Friends can claim expenses for car mileage, or taxi/public transport and car parking. They can also claim up to £12 per outing for entrances fees, food, etc... for the child or young person.

#### **FAQ section**

##### **What support do I have as a volunteer?**

We want you to feel part of the team and you will have an Area Co-ordinator who supports your friendship. We offer training and regular Get Together's for all volunteers to meet the rest of the Operations Team and other volunteers.

##### **Can I volunteer if I can't drive?**

We ideally need our volunteers to drive and have their own car as some of our children live in surrounding villages. If you do not have a car you must have accessible public transport/taxi's that you are willing to use.

##### **What is the minimum age that you can volunteer?**

From the age of 18, and our oldest volunteer is 85 years old!

##### **I already have an Enhanced DBS, do I have to apply for another one?**

Yes, each organisation needs to apply for an Enhanced DBS for each volunteer. You will need to apply online and we pay for this application.

##### **Can I take my Younger Friend home to my house?**

After you have been friends for a few months, you may like to take your younger friend home, especially if the weather is not good. All adults over the age of 18 that live in your house will need to apply for an Enhanced DBS (as above).

##### **Can my own children come on the outings?**

The aim of the Project is to provide a young person with 1-2-1 attention and support from our volunteers. Once you are comfortable with your friendship, please speak to your Area Co-ordinator about this.

##### **Can I claim back expenses for my Younger Friend's activities?**

Yes, we allow you to claim back £12 per week for your younger friend's expenses.

##### **Can I claim back expenses for my expenditure?**

No, we are unable to reimburse you for your own expenditure.



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**Do I need to tell you about our outings?**

Yes please! We ask that every volunteer completes an Expenses form every month (even if they are not claiming expenses). We are then able to see what outings you are enjoying together and this information is very useful for justifying funding applications.

**Can I claim back car parking and mileage?**

Yes, please keep your car parking receipts, and mileage can be claimed at 40p per mile.

**Which areas do you operate in?**

We are active Warwickshire wide: Alcester, Atherstone, Bedworth, Coleshill, Kenilworth, Leamington Spa, North Warwickshire, Nuneaton, Rugby, Shipston, Stratford upon Avon, Southam and Warwick.

**What commitment do I need to give?**

We ask for a minimum commitment of 6 months to befriend a child. Regular outings of 2 – 3 hours are recommended to allow your friendship to grow.

**What activities would be suitable?**

Examples or activities are going to the park, having a drink and reading a book, going swimming, going to a trampoline park, any outdoor activity, baking, arts and crafts, going to the cinema.