



Safe Families

Sefton Community Volunteer Manager

INFORMATION PACK

APPLICATION DEADLINE

Sunday 14 July

**NO
ONE
SHOULD
FEEL
ALONE**

Safe Families for Children is a Registered Charity in England and Wales No. 1150405 and Registered Charity in Scotland No. SC048207 and Company Limited by Guarantee Registered in England and Wales No. 08134971. The Registered Office is 4 Diamond Court, Kingston Park, Newcastle upon Tyne, NE3 2EN.

INTRODUCTION

Thank you for your interest in the Sefton Community Volunteer Manager post. This information pack outlines the role and provides information about Safe Families and includes:

- An introduction to Safe Families and the North West region
- Job Description
- Person Specification
- Essential employment information

Safe Families believes no one should feel alone. We exist to create connection because everyone deserves to belong.

We are a fast growing team of 170+ staff and 5,000+ volunteers offering hope, belonging and support to children, families and care leavers. We do this primarily, but not exclusively, with and through local churches.

Everyday I hear stories where families lives are transformed through a volunteer offering hospitality and belonging - simply being there for someone who needs a friend. We are driven by these acts and the

stories that result. We are looking for people who embody our values to become part of our thriving, innovative team dedicated to empowering churches and volunteers to make a real difference.

I care deeply about Safe Families being a place where you can bring your whole self to work and believe that having a loving and supportive work environment is vital to our own ability to belong to the teams we are part of.

We are passionate about increasing the diversity of our team particularly with respect

to representation from those who have lived experience with the social care system as well as black and minority ethnic groups. I believe that diverse teams are more effective teams.

I'm excited you are exploring joining our team and we look forward to getting to know you, Love,



Kat Osborn
CEO Safe Families



OUR VALUES



LOVE

LOVING ABUNDANTLY

Supporting with hope, generosity and dignity



BELONGING

BUILDING COMMUNITY

Establishing positive relationships that bring security and connection



EMPOWERMENT

ENABLING POTENTIAL

Confident everyone has the ability to thrive



FAITH

TRUSTING BOLDLY

Believing lives can be transformed and in a God who can do more than we can ask or imagine



HUMILITY

SERVING TOGETHER

We know we can't do it alone, so we invest in strong, honest and honouring partnerships



As you may have already heard, in May we announced that **Safe Families** will be merging with **Home for Good**, aiming to complete the legal merger in September.

To find out more about this please visit [Information about merging with Home for Good](#).

If you have any questions about how this may impact this role, please contact the hiring manager.



SAFE FAMILIES IN THE NORTH REGION

The North Region covers the North-East of England; spanning from Northumberland to Darlington and Middlesbrough, and the North-West from Carlisle to Greater Manchester and Merseyside. We currently have 16 partnerships with a range of Local Authorities and churches.

The regional team is made up of about 40 members of staff and we have a resource bank of approximately 1800 volunteers. In the last twelve months the North Region has provided support to approximately 545 families.

You will be part of a caring and supportive team, who are all dedicated to empowering volunteers to make a real difference in the lives of families in the North region and across the UK.

MARK BUCHANAN

Programme Director



ACROSS THE UK

Since beginning in the UK in 2013 Safe Families has seen:

9,954
Families supported



10,328
Bed nights



1,402
Churches & community groups

23,021
Children benefitting



5,414
Volunteers



55
Partner Contracts

Figures accurate to 1st June 2024





Tam's Story

Tam had 2 young children when she needed to move into temporary accommodation for her and the children's safety. She grew up in care and had no support network but desperately wanted to do the best for her children.

Safe Families were able to put 5 volunteers from 2 local churches around Tam and over a period of 18 months. They all played different roles in helping her gain the confidence she needed to start to thrive.

Peter and Vivienne would help look after the children and became like the grandparents they never had.

Ray and Sue helped Tam find a home and taught her how to look after the garden - they even built a shed together.

Mary would grab shopping for Tam and be someone she could speak to when she needed to connect.

Tam said "They were so supportive. I couldn't ask for more. When you are in a bad place they help make it positive. So you're not on your own."

WATCH TAM'S STORY

Scan the QR code or visit
safefamilies.uk/tams-story



OVERVIEW OF SEFTON COMMUNITY VOLUNTEER MANAGER

The Community Volunteer Manager (CVM) is a key staff role within Safe Families. The role has two main responsibilities which dovetail perfectly together;

1. Building strong relationships with local churches to help establish Safe Families as a transformational tool they can use to serve their communities.
2. Recruiting, training and supporting volunteers, primarily, but not exclusively, from local churches, who provide support to referred families.

You will be part of a thriving, innovative team, dedicated to empowering churches and volunteers to make a real difference in their communities.

You would work as part of the North West team which includes Sefton, and you will need to be able to travel and work predominantly across Sefton..

EMPLOYMENT INFORMATION

JOB TITLE

Sefton Community Volunteer Manager

LOCATION

Based out of our Skelmersdale office. Flexible remote working available for some hours a week.

CONTRACT TYPE

This is a permanent contract. Subject to continued partnership funding.

HOURS OF WORK

Part time 0.8 (30 hours)

START DATE

Sep-24

REPORTS TO

Community Volunteer Team Leader

SALARY

£ 23,115.47 - £ 28,894.33 (pro rata FTE 0.8 £ 18,492.38 - £ 23,115.46). Dependent on skills and experience.

HOLIDAY ENTITLEMENT

33 days Pro-rata'd to 0.8=26.5(inclusive of bank holidays). All staff receive an additional day of leave on their birthday.

EMPLOYEE BENEFITS

After three months automatic enrolment into a generous salary sacrifice scheme with Aegon Retirement Choices. YuLife (Life insurance) and access to the employee assistance programme.

PERIOD OF NOTICE

One month's notice by either party, following a successful probation period.

ROLE RESPONSIBILITIES

CHURCH RELATIONSHIPS

1. Building and maintaining strong relationships with church leaders and local faith networks.
2. Working closely with local members of our Church Champions network.
3. Introducing churches to the work of Safe Families how a partnership may fit within their vision and mission to serve the local community.
4. Delivering compelling presentations about the work of Safe Families; this includes Sunday delivery up to twice a month and some evening work.

VOLUNTEER MANAGEMENT

5. Recruiting volunteers and supporting them through Safe Families' Approval and Training Process. This includes conducting 1-2-1 suitability assessments for prospective volunteers and involvement in virtual and face to face volunteer training.
6. Providing pastoral support to volunteers so that they feel confident and comfortable, assessing the ongoing needs of volunteers and working with our Family Support Team to ensure volunteers feel encouraged, equipped, and empowered to support families.
7. Assisting the Family Support Team in communicating requests for support to the volunteer base, seeking to find appropriate volunteers to match the support required.

GENERAL RESPONSIBILITIES

8. Participating in the wider team life of Safe Families, which will include occasional out of hours events such as volunteer evenings and training days, staff conference away days, providing cover for an on-call rota.
9. Community networking and collaborative working with organisations/individuals from faith and non-faith contexts who may be interested in supporting or partnering with Safe Families.
10. Recruiting prayer partners.
11. Taking an active role in fundraising for the work of Safe Families. This includes, but is not limited to, engaging in finding monthly Financial Supporters, participating in sponsored events and helping Safe Families connect with local businesses.
12. Being a champion and advocate for the compassionate ethos of the charity, which is rooted in the historic Christian tradition of showing kindness and hospitality to those in need.
13. Using administrative and IT skills to ensure church and volunteer information is accurately entered onto the Safe Families database and updated regularly.

PERSON SPECIFICATION

ESSENTIAL CHARACTERISTICS

1. Love for the poor and marginalised.
2. Passion for the vision of Safe Families and the role of the Church in this.
3. Teachability and humility.
4. Emotionally intelligent, honest, supportive, approachable, and encouraging.
5. Courageous and up for a challenge.

ESSENTIAL SKILLS AND ABILITIES

6. Ability to present Safe Families vision and model clearly and to facilitate the understanding of Safe Families by others.
7. Ability to work independently, display initiative and bring creative solutions to challenging situations.
8. Ability to produce strong written communications.
9. Ability to be reflective of own practice in order to ensure high quality of service.
10. Ability to work to targets and deadlines with a strong work ethic.
11. Competent at managing a range of administrative tasks.
12. Basic proficiency in using IT software, e.g., Outlook for managing calendar appointments.
13. Ability to drive across the region with access to own vehicle.
14. Flexibility in being able to work some evenings and weekends.

REQUIRED EXPERIENCES, SKILLS, KNOWLEDGE AND QUALIFICATIONS

15. Experience in networking and relationship building with church and community leaders and/or experience of volunteer management.
16. Experience of operating within a team, able to juggle multiple demands and helping others as needed.

DESIRABLE EXPERIENCES, SKILLS, KNOWLEDGE AND QUALIFICATIONS

17. Experience of direct working with children and families.
18. Established leadership role within a church or community organisation on a voluntary or employed basis.

FURTHER NOTES

EQUALITY

Safe Families actively encourages applications from Black, Asian and minority ethnic background candidates

SAFEGUARDING

Completion of the recruitment process will involve the candidate being screened through an Enhanced DBS check. A criminal record will not necessarily be a bar to obtaining a position. A copy of our Rehabilitation of Offenders policy statement is available on request from recruitment@safefamilies.uk. If applying for a role in Northern Ireland, the application to AccessNI is governed by the AccessNI Code of practice which can be found [here](#).

OCCUPATIONAL REQUIREMENT

This post has been identified as having an “occupational requirement” under Schedule 9, Part 1, paragraph 1 and 3 of the Equality Act 2010 where it is a requirement that this post be filled by a Christian (currently active and committed to the Christian faith). All candidates must evidence they support the vision and values of the organisation.

APPLICATIONS

To apply please complete the application form via our website prior to the closing date - Sunday 14 July.

safefamilies.uk/vacancies

If you would like to discuss this role further please contact Dave Martin davemartin@safefamilies.uk (07425764275) or email recruitment@safefamilies.uk

[APPLY NOW](#)

