

Independent Visitor Co-ordinator – Grade 8

Job purpose

To recruit, train, supervise, and support a network of volunteer Independent Visitors who befriend and support children and young people looked after by Kirklees Council. The Co-ordinator will ensure the effective matching of volunteers with young people, oversee safeguarding and quality assurance, and work in partnership with internal and external stakeholders to promote the welfare and development of children in care.

You will receive regular supervision and support from your line manager and have access to ongoing training and peer support through network meetings.

This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Recruit, assess, and select suitable volunteers to become Independent Visitors.
- Organise and deliver preparation and induction training for new volunteers.
- Undertake interviews and manage the selection process, including DBS checks and references.
- Oversee the matching process between volunteers and children/young people, ensuring positive, safe, and beneficial relationships.
- Monitor and support ongoing matches, providing regular supervision, advice, and guidance to volunteers.
- Maintain professional boundaries and ensure volunteers understand their role and responsibilities.
- Ensure robust safeguarding procedures are followed at all times.
- Undertake risk assessments for all activities and visits.
- Act as the Safeguarding Lead, with support from manager, responding to concerns and liaising with statutory agencies as required.
- Provide ongoing support, supervision, and training to volunteers, including regular networking meetings and peer support opportunities.
- Encourage volunteers' personal development and ensure they have access to further training as appropriate.
- Maintain accurate records of volunteer activity, supervision, and training.
- Liaise with social workers, carers, families, and external agencies to ensure the best outcomes for young people.
- Promote the Independent Visitor scheme within Kirklees and build relationships with relevant partners.
- Prepare reports and contribute to service development and evaluation.
- Maintain up-to-date case management and monitoring systems.
- Prepare reports for management, funders, and monitoring meetings as required.

- Evaluate the effectiveness of the scheme and contribute to continuous improvement.
- Connect with the regional and national Independent Visitor Network.

Other Duties

- Manage an activity budget and process volunteer expenses.
- Attend relevant meetings, training, and events as required.
- Promote equality, diversity, and anti-discriminatory practice in all aspects of the role.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working with children and young people	Essential
Level 3 qualification or above in youth work, social care, education, or a related field or able to demonstrate equivalent knowledge and experience.	Desirable
Experience of recruiting, training, and supervising volunteers or staff.	Essential
Knowledge of safeguarding legislation and best practice.	Essential
Excellent communication, interpersonal, and organisational skills.	Essential
Ability to work independently and as part of a team.	Essential
Commitment to anti-discriminatory practice and equal opportunities.	Essential
Ability to travel across Kirklees and work flexibly, including occasional evenings or weekends.	Essential
IT literacy and ability to maintain accurate records.	Essential
Experience of working with children looked after or in vulnerable situations.	Desirable
Experience of managing budgets and reporting.	Desirable
Experience of partnership working with statutory and voluntary agencies.	Desirable
Designated Safeguarding Lead training (or willingness to undertake).	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail, and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Children's Service	Grading ID	68300
Job ID	TBC	Last Updated	April 2026
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Children	DBS Type	Enhanced and Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		