

JOB DESCRIPTION

Title:	Peer Support Development Worker
Location:	Blackpool
Hours:	18.5 hours per week
Contract Type:	4 years FTC (Subject to funding)
Salary:	£21, 706 per annum pro rata
Reporting To:	Project Co-ordinator



Key Purpose

Working on our new Big Lottery Funded “Women’s Wellbeing” Project, our Peer Support Development Worker will lead on activities to grow and strengthen our peer support offer for women, and grow leaders from our service users who can represent women’s voices at the centre and beyond.

Main Responsibilities:

- Development and delivery of a programmes of training for both Peer Group Facilitators (working with existing volunteer facilitators and drawing on our previous work in this area) and one to one Peer Mentors.
- Engagement with service users to identify gaps in service provision which may be met through peer support.
- Engagement with service users to identify their skills and assets and how these can be used to support peer support activity.
- Recruitment and training of peer group facilitators and peer mentors.
- Coordination of one to one peer mentors to ‘match’ them with current service users.
- Group development support, including support to pursue independence where appropriate.
- Supervision and support for peer support volunteers.
- Coordination of production of engagement videos, with format, content and style developed by women who have used the service.
- Facilitating opportunities for women to use their leadership skills in the centres, and beyond.

Generic Responsibilities:

Teamwork

- Assist others in completing their work
- Contribute to a positive work environment and promote teamwork
- Effectively coach/counsel others

Relationships

- Increase client/customer or user satisfaction
- Lead/participate in people initiatives

- Establish or expand relationships with key individuals
- Participate in relevant internal and external working groups/projects, services and initiatives
- Establish and build effective working relationships with key agencies and partners.

Organisational Responsibilities:

- Support excellent delivery across work streams and working collaboratively with the Project Co-ordinator and other staff.
- Modelling good practice to creating a professional culture.
- Be supportive of organisational change and understand the need for change/ flexibility.
- Participate in compulsory activities for example, team meetings, development days.
- Adhere to organisational policies.

Promoting Equality and Diversity:

- Treat all staff, volunteers and service users fairly.
- Ensure equal access to opportunities to enable team members/ colleagues.
- Create an inclusive culture for all.
- To carry out such other duties as may be required in line with the nature of the post.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

PERSON SPECIFICATION

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications	Educated to undergraduate level or equivalent level of work experience in relation to mental health or third sector.	Essential
Experience	Minimum of 2 years work experience supporting people within relevant work areas.	Essential
	Group work experience with volunteers or service users.	Essential
	Voluntary sector work experience with vulnerable communities.	Desirable
	A gender specific approach to service delivery.	Desirable
Skills and understanding	Good understanding of peer support and its benefits.	Essential
	Mental health knowledge and skills in relation to supporting service users with this.	Essential
	A motivational person who can inspire others.	Essential

	Good organisational and administrative skills including a good knowledge of Excel and other IT packages.	Essential
	Is non-judgemental and understands the importance of equality and diversity at all levels of work.	Essential
	Can deliver work to a high standard and demonstrate a professional approach.	Essential
	Excellent interpersonal skills along with a high level of written and verbal communication skills.	Essential
	Confident in handling safeguarding issues and implementing risk assessment procedures.	Essential
Personal Attributes	Team focused	Essential
	Enthusiastic and approachable	Essential
	Shared values with LWC	Essential

Closing Date: Tuesday 31st July 2018 (10am)

Applications to Recruitment@womenscentre.org