



**Mind BLMK**

**Role Profile: Youth Peer Support Worker**

Closedown:	<b>5pm on Monday 14.01.19</b>
How to apply:	<b>Complete a Mind BLMK employment application form and submit to hr@mind-blmk.org.uk</b>
Post no:	<b>334</b>
Start date:	<b>As soon as possible</b>
Job title:	<b>Youth Peer Support Worker</b>
Working base:	<b>Bedford</b>
Area covered:	<b>Bedford</b>
Reports to:	<b>Project Support Manager</b>
Job purpose:	<b>Use own experience to support others on their recovery journey; facilitate peer support groups for young people age 14-25 to gain and maintain positive mental wellbeing, and build resilience.</b>
Contract type:	<b>Fixed term for 12 Months</b>
Salary:	<b>£8.55 per hour £16,450.20pa pro rata (actual salary £3,556.80)</b>
Contracted hours:	<b>8.0hrs a week</b>
Working days and hours:	<b>Mondays and Thursdays, 4.0 hrs per day (flexible)</b>
Flexibility required:	<b>Occasional evenings and/or weekends to attend events/meetings</b>
Checks needed:	<b>Enhanced DBS and 2 satisfactory references</b>

**Job Description**

**Service Delivery**

- Facilitate Peer Support groups for young people age 14-25 and ensure outcomes which supports individuals with mental health and wellbeing needs and achieves the services KPIs. .
- Coordinate the service processing client’s referrals, assess client’s suitability and ensure a suitable venue is used for the sessions.
- Identify other venues/areas within Bedford that would be suitable to operate another Youth Peer Support Group.
- Support clients to access other services within Mind BLMK.
- Engage with and educate young people to become Peer Leaders which in turn will enable them to represent fellow peers and provide feedback in regard to developing services, wellbeing and opportunities and enabling them to set up their own peer support groups, encouraging sustainability.
- Contribute to maintaining an effective volunteer workforce for the service in line with Mind BLMK’s HR policies, procedures and guidance (workload planning and support).
- Carry out health and safety responsibilities as directed by the Service Manager in line with Mind BLMK’s H&S policies, procedures and guidance (risk assessments, reviews, reporting, safeguarding, incidents/accidents, premises).
- Carry out cash handling responsibilities as directed by the Project Support Manager in line with Mind BLMK’s financial policies, procedures and guidance (records, petty cash income and expenditure).

- Carry out responsibilities as directed by the Project Support Manager for the collection, updating, monitoring and reporting of service data in line with Mind BLMK's contract and systems requirements and procedures.
- Encourage and support client engagement with Mind BLMK through the participation and influence process, Guarantor Membership, and training opportunities.

**PR**

- Represent Mind BLMK in Bedford Borough ensure an external presence to promote Mind BLMK's services to increase awareness and beneficiaries
- Identify and build good working relationships with younger people, community groups, relevant services and activities for partnership work and signposting as well as keep updated information about them.

**General**

- Work within the ethos, vision and values of the organisation and in line with the organisation's policies and procedures.
- Establish and maintain effective working relationships with the Mind BLMK team and relevant key post holders.
- Attend and contribute to meetings relevant to the role (own supervision, appraisal, staff, peer group, AGM and external as required).
- Commit to and complete training and qualifications identified for the role in line with organisational need, Workforce Development and Training policies and procedures.

<b>Person Specification</b>	<b>Essential/ Desirable</b>
<b>Experience</b>	
Experience of working with younger people and identifying their needs	D
Own personal lived experience of mental health challenges.	E
Working within a small service within a wider organisation, including delivering a service against performance targets.	D
Working with and supporting volunteers.	D
Using a dedicated database/system for recording of and reporting service data.	D
<b>Skills, abilities, understanding and knowledge</b>	
Good communication, motivational and negotiation skills.	E
Evidence of good interpersonal skills and an ability to form peer relationships with service users	E
Establish and maintain constructive working relationships with a wide range of people including young people	E
Understanding the wellbeing needs of and working with people with mental health needs, including those from culturally diverse communities.	E
IT (MS Outlook, Word and Excel and internet).	E
Good literacy and numeracy skills.	E
Carry out assessments.	E
Promoting a service	E
<b>Qualifications and training</b>	
Level 3 Social Care or equivalent qualification.	D

## Entitlements/benefits:

Annual Leave	23 days
Bank Holidays	All as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 3%)
Health Plan	Optional
Learning and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Disability Confident Employer signatory	Mind BLMK has been annually assessed and approved as a Disability Confident Employer (previously “Two Ticks”) since 2008.
Investors in People Charter	Mind BLMK has been awarded the Investors in People charter since 2007 ( <a href="http://www.investorsinpeople.co.uk">www.investorsinpeople.co.uk</a> )
Mindful Employer and Mindful Employer Plus signatory	Mind BLMK has been committed to the Mindful Employer charter since 2008 ( <a href="http://www.mindfulemployer.net">www.mindfulemployer.net</a> )