

Role Profile: Peer Support Coordinator

Closedown:	Tuesday 19 October 2021 @ 5pm
How to apply:	Download Mind BLMK's Employment Application form from the website (www.mind-blmk.org.uk) and submit completed application to recruitment@mind-blmk.org.uk
Post no:	419
Start date:	Asap
Job title:	Peer Support Coordinator
Working base:	Flitwick
Area covered:	Central Bedfordshire, Bedford
Reports to:	Project Support Manager
Job purpose:	To use own personal lived experience of mental health challenges to coordinate the running of a Peer Support Service in Central Bedfordshire and Bedford Borough, provide information and guidance and implement referral pathways to the wider Recovery Service.
Contract type:	Permanent
Salary:	£22,000 per annum
Contracted hours:	37.0 hrs
Working days:	Monday – Friday
Working hours:	7.4 hrs per day
Flexibility required:	Occasional evenings and/or weekends to attend events/meetings
Checks needed:	Enhanced DBS and 2 satisfactory references

Job Description

Service Delivery

- Operate a Peer Support service including peer support groups and mentoring across five localities in Central Bedfordshire and Bedford Borough and ensure outcomes which supports individuals with mental health and wellbeing needs in line with Mind BLMK's agreed Peer Support model and requirements as well as contract requirements.
- Carry out assessments on individuals' suitability for Mind BLMK's Peer Support service in line with the Access to Service procedure
- Work with the Project Support Manager to ensure regular involvement of service users, volunteers and staff on local service delivery, organisational matters and wider mental health strategies

Management

- Maintain an effective workforce for the service in line with Mind BLMK’s HR policies, procedures and guidance (recruitment, line management, workload planning, support and development of Peer Support Workers, Mentor Facilitator and volunteers).
- Provide the infrastructure Peer Support Workers need to deliver the support safely and confidently.
- Hold responsibility for health and safety for the five locations in line with Mind BLMK’s H&S policies, procedures and guidance (risk assessments, reviews, reporting, safeguarding, incidents/accidents, premises).
- Hold responsibility for all cash handling in line with Mind BLMK’s financial policies, procedures and guidance (records, petty cash income and expenditure).
- Hold responsibility for the collection, updating, monitoring and reporting of service data in line with Mind BLMK’s contract and systems requirements and procedures.

PR

- Represent Mind BLMK in Central Bedfordshire and Bedford Borough and ensure an external presence to promote Mind BLMK’s services to increase awareness and beneficiaries.
- Identify and build good working relationships with the Bedfordshire Recovery Service, 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, Staff Development and Training policies and procedures.

Person Specification	Essential/ Desirable
Experience	
Minimum of two years’ experience working with people with mental health needs and supporting recovery.	E
Own personal lived experience of mental health challenges.	E
Managing a small service within a wider organisation, including delivering a service against performance targets.	E
Managing a budget.	E
Managing a small team of staff and volunteers.	E

Using a dedicated database/system for recording of and reporting service data.	D
Skills, abilities and knowledge	
Understanding of peer support	E
Establish and maintain constructive working relationships with a wide range of people.	E
Knowledge of local community activities and leisure facilities.	D
Promoting a service.	E
IT (MS Outlook, Word and Excel and internet).	E
Conducting meetings, identifying actions and generating notes.	E
Good literacy and numeracy skills.	E
Good communication, motivational and negotiation skills.	E
Valid driving licence and access to a car for work.	E
Understanding the wellbeing needs of and working with people with mental health needs, including those from culturally diverse communities.	E
Carry out assessments.	D
Qualifications and training	
Level 3 Social Care or equivalent qualification.	E
Management and Leadership qualification.	D
Marketing.	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 5%)
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.
Mindful Employer	Mind BLMK has been committed to the Mindful Employer charter since 2008 (www.mindfulemployer.net)