

**Job Description – Peer Support Drop-in Group Facilitator**

|  |  |
| --- | --- |
| Responsible to | Community Services Coordination Lead |
| Salary | £9 per hour |
| Hours per week  | Flexible. Minimum 2 hours per week (one group session) |
| Annual Leave per annum | n/a |
| Main base  | Manchester and Trafford area |
| Contract | Casual hours contract |
| Level of DBS check | Enhanced with check of adults barred list |

|  |
| --- |
| Main aim of the post |
| Facilitate community-based weekly peer support drop-in groups to encourage engagement in activities and services by and for local people. |

|  |
| --- |
| Main duties of the post |
| 1. To co-facilitate group meetings on a weekly basis for two hours per week as required and when able to, in accordance with Self Help’s Code of Ethics
 |
| 1. To manage incidents and safeguarding concerns with a co-facilitator in accordance with Self Help’s operating procedures
 |
| 1. To participate in local networks and partnerships with relevant organisations from all sectors to publicise and promote the group, in consultation with Self Help’s Group Development Coordinator
 |
| 1. To collate information on the needs and interests of the community through monitoring attendance statistics weekly and collecting quarterly evaluation forms from group members
 |
| 1. To attend external monthly group supervision
 |
| 1. To undertake all mandatory training required for the role
 |
| 1. To develop and circulate promotional material and information relevant to the community and attend promotional events with Self Help if able to
 |

|  |
| --- |
| General work related expectations |
| 1. To work within the Big Life group’s values ethos and vision
 |
| 1. To contribute to the development of the Big Life group
 |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
 |
| 1. To commit to own personal development and attend training or development activities as required
 |
| 1. To work in accordance with all relevant legislation
 |
| 1. To undergo regular supervision
 |
| 1. To undertake any other duties as required, and as appropriate to the post
 |

**Minimum Training required for this post**

|  |  |  |  |
| --- | --- | --- | --- |
| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Safeguarding Training Adults and Children - Online | ✓ | Every 3 years |  |
| Clinical Risk Training | ✓ | Once |  |
| Equality and Diversity - Online | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager

****

**Person Specification – Peer Support Group Facilitator**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

|  |  |
| --- | --- |
| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working or volunteering in a community setting
 | A/I |
| 1. Experience of working with groups and individuals to develop community engagement and support
 | A/I |
| 1. Experience of overcoming resistance and challenges from both communities and organisations
 | A/I |
| 1. Ability to work as part of a team and share relevant information with colleagues
 | A/I |
| **2.Skills** |  |
| 1. Ability to employ good listening and communication skills in a group environment
 | A/I |
| 1. Ability to work with a number of different agencies and organisations to promote the groups
 | A/I |
| 1. Ability to engage with groups and individuals who do not usually interact with agencies
 | A/I |
| 1. Ability to engage members of the community to collate data and information for use in reports
 | A/I |
| **3.Knowledge**  |  |
| 1. Knowledge of mental health problems and an interest in the area of mental health
 | A/I |
| 1. Knowledge of the barriers that service users face when accessing mainstream services
 | A/I |
| 1. Knowledge of the local area where the service is based in (community groups, services available as well as local demographics)
 | A/I |
| **4. Personal** |  |
| 1. Positive and outlook and a ‘can do’ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |
| 1. Lived experience of a mental health issue
 | A/I |