

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

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| Responsible to |  |
| Salary | £10.90 per hour |
| Hours per week | Minimum 2.5 hours per week (one group session), currently every Monday (post 1) and Thursday (post 2) afternoon but subject to change to meet service needs |
| Annual Leave per annum | 25 days/year (pro rata) rising to 30 days after 5 years + bank holidays |
| Main base | Harpurhey |
| Contract | Permanent contract |
| Level of DBS check | Enhanced |

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

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| 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 Big Life Centre’s Code of Ethics |
| 1. To manage incidents and safeguarding concerns with a co-facilitator in accordance with Big Life Centre’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 Big Life Centre’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 provide periodic cover for other groups when their Facilitators are absent |
| 1. To develop and circulate promotional material and information relevant to the community and attend promotional events with Big Life Centres if able to |

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| 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**

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| 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 |
| Gender inclusivity | ✓ | Once |  |
| Professional Boundaries | ✓ | Once |  |
| Peer Support Training | ✓ | Once |  |

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

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**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

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| 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 |