

Peer Support Project Worker Job Description



Title: Peer Support Project Worker

Hours: 37.5 hrs per week, Full-time, 4 month Fixed-term contract

Pay: £10.26 per hour (equivalent to £20,000 per annum)

Responsible to: Service Manager

Length of Contract: 4 Months (fixed term due to funding)

Job Summary:

You will be joining a small and vibrant team at a time when our service is more important than ever and subject to constant adaptation due to the coronavirus emergency.

We have obtained funding to open up face-to-face peer support groups around the city of Bristol that are COVID19 secure, safe, empathetic and non-judgemental in order to improve people's wellbeing and reduce social isolation.

This service will be more responsive and flexible than some of our other physical support groups, and the formats may also be subject to adaptation.

Your main responsibility will be to help the Service manager to develop the service, and open up physical support groups around the city. The role requires the ability to work under your own initiative as well as in a team; the ability to manage and support volunteers and to have knowledge of peer support and safeguarding issues.

Project Worker Core Duties & Responsibilities

1) Project Service delivery

- To assist the Service Manager/s with their duties
- Assisting in the training of new volunteers for the peer support group service
- Researching new venues and ideas for delivering new peer support groups during the COVID19 pandemic
- Leading the opening of new support groups (which may be open for a limited time period)
- Facilitating support groups and supporting volunteers
- Managing and supporting volunteers
- Providing supervision, support and feedback to volunteers
- Liaising with the Service Manager to ensure that the service operates safely and correctly, that volunteer levels are appropriate
- To handle safeguarding concerns appropriately, making judgements on the need for reporting where necessary (with support from the Service Manager)

2) Administration

- Ensuring that there is a healthy and safe environment at any face-to-face future sessions, supervision sessions and the office
- Helping to administer the service including collecting and collating monitoring data
- Completing necessary paperwork
- To represent Changes as a member of the staff team, to use a Changes email address
- To communicate and report to the Service Manager with any concerns as well as monitoring information for charity reporting
- Attend weekly staff meetings
- Adhere to Data Protection law

3) Promotion / Publicity

- Promoting the service digitally on various social media platforms
- Networking with relevant organisations to expand awareness of the service (including GP surgeries, support workers, mental health teams & other charities across Bristol)

4) Other

- To work collaboratively with fundraising, media and the Befriending service team, sharing responsibility for the achievement of jointly agreed objectives, as appropriate
- To maintain a good working relationship with other members of staff, volunteers and service users/members
- To represent Changes in a professional manner

- To keep up to date knowledge about the third sector in Bristol
 - To assist other staff members covering holidays and sick leave
 - To complete tasks as directed by the Project Manager and/or Trustees as appropriate for the smooth running of the charity
 - From time to time you may need to help with the running of other aspects of the peer support service including the Befriending service
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