

**POP APPLICATION PACK**

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**Information for Applicants**

Contract type: Contract (currently funded to June 2023)

Hours:  30 hrs (4 days per week)

Salary: £25,569 (£20,455 pro rata)

Location: Currently home-based but will involve some office working and regular travel in Plymouth and Devon as needed, once current restrictions are lifted

Holiday entitlement: 25 days per annum, plus designated bank holidays (pro rata)

Return the Application form **by email –** **info@plymouthoctopus.org**

**Deadline for applications:  Monday 6 December at 12pm**

NOTES TO ASSIST YOUR APPLICATION

1. Applicants are asked not to attach a CV to their submitted application form, or to enclose copies of references.
2. Applicants are specifically advised to refer to both the Job Description and the Person Specification when completing part 4 of the application form.
3. Please take this opportunity to give us as full a picture about yourself as possible. We are interested in anything you can bring to the job from your whole life experience, not solely from your paid employment history.
4. Thank you for the interest you have shown in this post. For more information about Positive People, including all supporting documents for this application please go to our website: <https://www.plymouthoctopus.org/citizen-action/positive-people/> and <https://www.plymouthoctopus.org/jobs/>



**Job Description**

**POST TITLE:** Peer Support Co-ordinator

**BASE:** Flexible: working from home and/or community based in Plymouth

**PAY POINT:** £25,569 (£20,455 pro rata)

**CONTRACT:** Fixed term until 30th June 2023

**HOURS:** 30 Hours (4 days per week)

**ACCOUNTABLE TO:** Community Enabler

**RESPONSIBLE:** Co-ordinating, supporting and developing a team of Peers and Learners

**Purpose:**

To work with the Community Enabler and Community Guru as part of the Positive People project team to support people furthest from the labour market to build their confidence and achieve their goals. This role will link and collaborate closely with the same role in Torbay hosted by Torbay Community Development Trust and local stakeholders but most importantly peers to enable groups to form, learning packages to be co designed and delivered with peers and stimulate group activities that assist peers in living fulfilled lives.

The post holder will work with peers to develop a peer support community for people furthest from the labour market. The service should assist people to develop through a peer support community approach and have defined a number of voluntary roles:

Peer Development Co-ordinator – this role

Peer Trainer – co-designing and delivering learning packages for peers

Peer Buddy – providing a buddy / mentor role for other peers

Peer Supporter – wide range of activities that a peer wishes to get involved in

This role will work with the Community Enabler to further develop a suite of activities, including 1:1 sessions, group work, activities, volunteering, learning / training packages and employment support (utilising partner programmes and services).

(Our) **Values:**

* + Strengths-based
	+ Solution-focused
	+ Positive Approach
	+ Collaborative / peer led
	+ Trauma informed

Strengths-based practice works to the principle that every person has existing strengths (abilities, internal and external resources, resilience, and resourcefulness, potential) which they can be supported and facilitated to tap into and build on to increase control of their life, promote their wellbeing and development, and achieve their outcomes.

**MAIN RESPONSIBILITIES**

* To assist in the development and co-ordination of a peer support project for people furthest from the labour market.
* To ensure all activities are recorded and monitored
* To ensure that all practice embodies strengths-based practice and personal learning principles, qualities, values and standards. This will include ensuring that peers are at all times leading and defining their learning and development needs and are supported to achieve their personal outcomes.
* To support the recruitment, training and support of peers.
* To ensure that staff and peers have the personal qualities, knowledge and skills appropriate to their role. This will include the provision and receipt of regular supervision, coaching meetings to work alongside new peers and develop the team.
* To model an approach to inclusive training and learning, in which people providing and receiving support, can share and reflect on their experiences of learning and self- management.
* To ensure that all communications and resources used (verbal, non- verbal and written) demonstrates solution and strength-based approach reflecting these qualities, values and principles, using inclusive language.
* To collate, monitor and report progress against targets relevant to the post/project.
* To ensure practice and procedure adheres to the requirements of equal opportunity, diversity and inclusion policies
* To be part of planning and prioritising personal and team/peer group workloads demonstrating an appropriate balance between service need and the wellbeing of others.
* To work closely with the other relevant organisations and groups within the community.
* To connect with wider volunteer/peer support networks developing relationships and opportunities.
* To facilitate the co design of learning packages ensuring the involvement of peers, including evaluating success and planning for future delivery.
* To be involved in gathering peer feedback.

**PERSON SPECIFICATION / ROLE PROFILE**

For each point please explain an example of how you have met these requirements in previous roles or through other relevant experience.

|  |  |  |
| --- | --- | --- |
| Category | Essential / Desirable | Assessment method |
| Application | Interview |
| Education and Qualifications |
| Evidence of counselling qualification/professional qualification and practice | D | x |  |
| Experience of working with peers/volunteers in a supportive capacity  | E  | x |  |
| Experience of a role of supporting others to achieve positive wellbeing, i.e. supporting mentoring or signposting | E | x | x |
| Learning and Development |
| Evidence of continuous professional development and learning relevant to the role. |  E | x | x |
| Previous Experience |
| Some previous experience of a peer / volunteer support and supervision role. | E | x | x |
| Experience in the assessment of peer/volunteer needs using supervision and appraisal. | E | x | x |
| Experience of working in a Recovery college / or training environment | D | x | x |
| Experience of working in partnership with people who use services and their supporters (individual and collective) | E | x | x |
| Be familiar with the most effective ways to support volunteers, peer trainers and peer supporters. | E | x | x |
| Experience of collaborative working with relevant services. | E | x | x |
| Knowledge, Skills and Abilities |
| Strong interpersonal / communication skillsAbility to build good rapport, understand the skills involved in being an “Active listener” Demonstrate the need to develop the peers and learner’s potential and skill development. | E | x | x |
| Knowledge and experience of delivering group work and training. | E | x | x |
| An awareness of the diverse backgrounds and needs of our peers. | E | x | x |
| Understanding of the need for flexibility, creativity and adaptability in the learning environment. | E | x | X |
| Knowledge of ways to create opportunities for peers / volunteers and learners to develop their knowledge and skills. | E | x | x |
| Be able to support and signpost peers / volunteers and learners to other opportunities, including employment. | D | x | x |
| Knowledge of the Equality Act, Disability and discrimination act 2005. | E | x | x |
| Demonstrate an understanding of the difference between employability and employment skills. | D | x | x |
| Evidence of effective team working with other staff members, trainers, peers and volunteers.  | E | x | x |
| ICT skills including Microsoft office | E |  |  |
|  Personal Qualities |
| Caring and warm | E |  | x |
| Empathic and sensitive | E |  | x |
| Non-judgemental and fair | E |  | x |
| Enthusiastic and positive-  | E |  | x |
| Able to think creatively  | E | x | x |
| Able to empower and motivate others | E |  x | x |
| Demonstrable interpersonal communication skills | E |  |  |

**DBS Checks**

This role works unsupervised with adults that are vulnerable due to mental health. It is therefore subject to an enhanced DBS check for working with adults.

**POSITIVE PEOPLE IS FUNDED BY THE EUROPEAN SOCIAL FUND AND THE NATIONAL LOTTERY, THROUGH THE BIG LOTTERY FUND.**

**Application Form**

Post applied for: **Peer Support Co-ordinator**

Return this form **by email –** **info@plymouthoctopus.org**

**Deadline for applications:  Monday 6 December at 12pm**

**Recruitment process**

1. **Application.** Your opportunity to give information about your experience, education, contact details and any health condition or disability that affects the recruitment process.
2. **Shortlist.** We will remove the applications that most obviously do not meet the required skills and experience.
3. **Informal ‘hello’.** We will hold a very informal conversation by phone with those shortlisted. This is just to say hello and give you an opportunity to find out a bit more about POP and Positive People.
4. **Meet the team /1st Interview (online).** This is an opportunity to meet the Positive People peers. We will ask questions and you will take part in a group activity with us.
5. **2nd Interview**. A panel of trustees and staff will ask you questions and you will need to prepare a short presentation to discuss.
6. **Appointment**. We will select the candidate we feel best fits the organisation and the skills we need.

**Please complete all sections of this form**

**Please confirm** **that you are available for 1st interview on Thursday 9 and/or Friday 10 December online AND for 2nd interview on Thursday 16 December in Plymouth.**Please give any times when you **would not**be available on these days.

|  |
| --- |
| Full Name:  Address: Post code: Email:  Telephone:  |

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| --- |
| **Education and Training**(include any formal or non-formal training e.g. Training Courses, Evening classes, Workshops, etc...)  |
| From  | To  | School / College / Institute / Training provider etc.  | Subject studied / Qualifications gained  |
|                  |    |    |    |
| **Employment History**  |
| **Current/last employer**  |
| From  | To  | Name of Employer/Position Held/Key Duties  |     Reason for leaving  |
|                  |    |    |    |
| **Previous employment including voluntary work**  |
| From  | To  | Name of Employer/Position Held/key duties  |     Reason for leaving  |
|                                       |    |    |    |
|   |   |   |   |   |

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| **Interests and hobbies**  |

**Supporting Your Application**

Your application form plays an essential part in our choosing the right person for this position. Your application is the only source of information that will inform the recruiting manager whether to short list you for an interview.

In the information supplied to you about this job you will find a job description and person specification. The person specification identifies the experience, skills, personal attributes and, where appropriate, qualifications which form the selection criteria for this post.  Please use the space below in order to advise us as to how you meet these selection criteria, giving concise examples of how you have used these skills and knowledge in previous situations.  You may attach further sheets if necessary. It is important for you to provide the recruiting manager with as much relevant information as possible as assumptions will not be made.

|  |
| --- |
| **Personal Statement** Please include no more than 2 additional pages  |

|  |
| --- |
| **Health & Disability** Please state if you have any health condition or a disability you feel we should know about that could affect the recruitment process. Please advise us of any equipment, special facilities or arrangements you may require.     |

|  |
| --- |
| **Have you ever been convicted of a criminal offence?**  **YES/NO**  If **YES**, please give details of any criminal convictions (with dates) in the space below.    **Previous Convictions:**       |
| Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies.  |

|  |
| --- |
| **Referees**  Please include your present employer (or most recent) and your previous employer. If you do not want your referees to be approached without your prior consent please delete as appropriate.  |
| **1** **Name:****Position:****Address, Email and Phone details:** Can we approach your current employer before interview?     Yes / No     | **2** **Name:****Position:****Address, Email and Phone details:**Can we approach your current employer before interview?     Yes / No   **1**  |

**The appointment will be subject to a satisfactory DBS check and references**

I hereby declare that the particulars I have given on this form are correct. Any falsification will give cause for dismissal.

**Signature:**

**Date:**