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| Job Description | |
| Peer support | Peer Support Coordinator |
| Hours (including working days) | 22.5 hours per week. Days negotiable |
| Salary: Pro-rata/full time/part time | £22000 pro-rata |
| Responsible to: | 1-1 Services Manager |
| Responsible for: | Freelance peer supporters |
| Primary Base: | Flexibility to work across York Mind, Foss Park Hospital and home working |
| **Aim of the post:** | Working collaboratively with the pathway to recovery team, this post will be responsible for coordinating a peer support service which provides 1-1 peer support for people leaving Foss Park hospital. |
| **Main deliverables:** | |
| 1. To recruit freelance peer supporters 2. To work closely with the Pathway to Recovery Team to oversee the peer support project 3. To meet 1-1 with people in Foss Park hospital for initial meetings and to match with an appropriate peer supporter 4. To provide ongoing support and supervision to peer supporters | |
| **Main duties:** | |
| 1. **To work within the aims and objectives of Mind**  * To ensure a commitment to Quality Management in Mind working within the policies and procedures of York Mind  1. **Management and Support**  * To provide support and supervision to Freelance Peer Supporters * To ensure freelance peer supporters are trained and compliant with organisational and service specific policies, procedures and safeguarding obligations * Engage with line management, supervision, training and development as per organisational policies and procedures. * To work as part of a team and work co-operatively with colleagues. * To be prepared to give and receive support from others in the team as appropriate. * To attend staff team meetings and participate in the work of the team.  1. **Service Development**  * To ensure that adequate systems and processes are in place for the effective running of the peer support service  1. **Health and Safety**  * To ensure suitable procedures are being followed to safeguard the health and safety of volunteers and service users. * To keep up to date with key legislation affecting the post.  1. **Financial responsibilities**  * To authorise freelance expenses  1. **Administrative**  * To ensure that records are kept in the required manner. * To be a key holder | |
| **Essential qualifications:** | None |

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.