



# Peer Support Worker

<b>Job Title:</b>	Peer Support Worker
<b>Location:</b>	The Cellar Trust, Farfield Road, Shipley, BD18 4QP, with some homeworking and community-based work
<b>Responsible to:</b>	Senior Peer Support Worker
<b>Hours of work:</b>	Part time - 30 hours per week. Core hours between 9am-6pm, Mon-Fri
<b>Salary:</b>	£20,035 FTE per annum, pro rata (actual salary £16,028 per annum)
<b>Contract:</b>	Permanent
<b>Holiday allowance:</b>	25 days per year plus bank holidays, pro-rata
<b>Informal enquiries:</b>	David Grant-Roberts (Head of Service) on 01274 586 474 or <a href="mailto:david.grant-roberts@thecellartrust.org">david.grant-roberts@thecellartrust.org</a>
<b>Applications to:</b>	<a href="mailto:recruitment@thecellartrust.org.uk">recruitment@thecellartrust.org.uk</a>
<b>Closing Date:</b>	4pm Monday 08 November 2021
<b>Interview Date:</b>	w/c 15 November 2021

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## **General**

We are a local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services, to give people a helping hand with their mental health, but whatever your role is within the organisation you will have the chance to make your mark and see the impact of the work you are doing.

We are committed to offering flexible working options to our staff where we can and have a range of possibilities that can be considered, if appropriate to the role. This may include options such as flexi-time, hybrid working (a mixture of home and office based) and compressed hours.

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are under-represented within the organisation. We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

## **How to Apply**

To apply for this post please answer these **three Qs** and submit them typed in a word document to [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org) before the closing date.

1. What skills and experience do you have relevant to the role?
2. What are your personal values and how do you demonstrate them in everyday life? (You can give examples from either a work or non-work setting, or both).
3. How would you work in a trauma informed way?

If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org). Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

## **Job Purpose**

The Cellar Trust has been granted funding to start an exciting new peer support service helping people who have experienced complex trauma and frequently need additional support. This role will be part of our Crisis and Specialist Support services, offering one to one provision for a 12 week period as well as assisting people to engage in peer support groups, well-being groups and community activities.

We know that peer support can make a big difference in assisting the recovery journey of people suffering with mental health problems and this service will aim to help our clients move forward with their lives and achieve their goals.

We are looking for someone with lived experience of mental health problems who is able to draw on this to provide peer support to people who are struggling to find the help they need within the services currently on offer. You will also have experience of working with people to build confidence and skills.

As a values driven mental health charity we are also looking for someone who is passionate about mental health and making a difference and who is able to work sensitively with staff, volunteers and clients. Experience of working in mental health is not essential, as training will be provided. This is a community-based role so you will need to be comfortable with travel and independent working, as well as working as part of a great team.

## **Accountability**

- Responsible to Head of Service.
- Guidance for volunteers.

## **Key duties and responsibilities**

- Provide one to one support for individuals in a recovery-focused and person-centred way, which builds confidence and helps people to move forward.
- Facilitate peer support and/or wellbeing groups.
- Use own lived experience of recovery from mental health problems, as appropriate, to inspire and support others.
- Manage caseload of people, ensuring all are given time and seen regularly.
- Build safe, trusting relationships with individuals based on non-judgmental listening and shared lived experience;
- Model personal responsibility, self-awareness, self-belief, self-advocacy and hopefulness;
- Make full use of supervision, peer support with other peer workers and other support as necessary in order to remain well and safe;
- Work independently across the community, including regular travel across Bradford, Airedale, Wharfedale and Craven.
- Promote and demonstrate effective and professional communication at all times with service users, carers, colleagues and other departments to ensure joined up high quality support. Recognise the need for tact, consideration and confidentiality;
- Act as an ambassador for The Cellar Trust, in line with our values, liaising with professionals and organisations across the district including referrers and partners.
- Ensure that notes and data is recorded in an accurate and timely manner, and all associated paperwork is kept up to date, escalating safeguarding or serious incidents as appropriate.
- Plan own workload and manage own time in order to meet agreed delivery targets.
- Engage in the supervision, training and personal development activities consistent with the requirements of the post, and take a proactive approach to continued personal and professional development.
- Work flexibly, as required. This might require some working out of 'normal' hours, however, we operate a time off in lieu policy.
- Perform any other duties relevant to the post (to be decided by your line manager), including taking a flexible, team-based approach to delivery.
- Sign-post to various resources, opportunities and activities in the community to promote choice and informed decision-making.
- Attend all mandatory and role specific training as and when required to do so.

### Emotional Effort

The role is emotionally demanding due to the nature of distress experienced by service users and the worker's own lived experience. Issues may be encountered which may be emotionally distressing for the workers involved.

### Physical Effort

You may need to travel within service area, as required. Use of breakaway techniques may be required.

## Person specification

All aspects of the person specification will be assessed through the application process with additional questions at interview stage. Please ensure that all of the criteria are addressed in your Expression of Interest.

Criteria	Essential	Desirable
<b>QUALIFICATIONS</b>	GCSE English and Maths level 4 or above, or equivalent experience.	Peer Support accreditation
<b>SKILLS AND EXPERIENCE</b>	Lived experience of emotional distress/ mental health problems.	Experience of using a range of self-management or recovery tools and techniques.
	Ability to record and report in an accurate and non-judgemental way.	Experience of holding and managing a caseload.
	Experience of mental health provision.	Holistic approach to support
	Experience of working in a peer support role or of mentoring others.	Language skills (spoken) in Urdu, Punjabi, Polish, Bengali, Slovak
	Wide range of life experiences relevant to discovering personal strengths and building connections with the wider community.	Experience of working in a mental health setting
	Ability to reflect on personal experiences of emotional distress/ mental health problems, service use and experiences of giving and receiving support.	Experience of working in the voluntary sector
	Computer literate in software applications such as Microsoft Word, Excel, search engines, Outlook etc.	Experience of delivering groups
	Excellent written, verbal and non-verbal communication skills.	Experience of writing client notes
	Good interpersonal skills, including active, non-judgemental listening skills.	
	High level of self-awareness – ability to critically appraise own performance.	
	Comfortable with sharing personal experiences in the context of a work role.	
	Ability and willingness to reflect on work practice and be open to constructive feedback.	
	Ability to work in an enabling & creative way.	
	Ability to plan and prioritise workload.	
Willingness to use supervision and seek support in response to personal wellbeing and role related needs.		
<b>KNOWLEDGE</b>	Awareness of the potential role of peer support in mental health services.	Good understanding of the way in which statutory mental health services work locally.

	Understanding of the impact of stigma and discrimination in relation to mental health.	Knowledge of current community and statutory services available to refer to.
<b>PERSONAL ATTRIBUTES</b>	Professional in appearance & behaviour.	
	Ability to maintain a healthy work/life balance.	
	Emotional maturity.	
	Flexibility and reliability.	
	Energy, enthusiasm and commitment.	
	Patient, non-judgmental, respectful and compassionate.	
	Commitment to equality, diversity and cultural understanding.	
<b>OTHER</b>	Willing and able to travel to a range of locations locally.	
	Willing to accompany service users to community locations and activities as agreed.	
	Completion of own personal wellbeing plan or equivalent.	