

**Job Description**

**Wellbeing and Peer Support Project Worker**

**Hours:** 35 per week

**Salary:** £24,597 per annum

**Responsible to:** Project Leader

**Liaise with:** Mind in Havering, Barking and Dagenham staff and volunteers, statutory agencies; voluntary sector organisations, clients, carers and members of the public

**Accountable to:** Operations Manager, CEO and Management Committee

Mind in Havering, Barking and Dagenham supports adults with mental health problems in the London boroughs of Havering and Barking and Dagenham to come together to participate in social, health-related and sporting activities. These activities will improve their physical health and mental wellbeing, build confidence, combat isolation and enable the formation of 'Get Out' Peer networks to improve integration within the wider community. Our approach is to improve the recovery time for vulnerable service users who have experienced a crisis with their mental health and ensure on-going support is provided to avert such crises in the future.

**Main tasks of job:**

The project provides a range of ‘Well-being Activities’ based around physical and psychological needs and coordinates the Peer Support offering within Organisation.

The Wellbeing and Peer Support Worker is responsible for supporting all referred and self-referred service users, who will have a wide variety of physical and mental health support needs. In the “Live a Better Life Project” all service users will have mental health problems and some may have complex needs.

<https://www.haveringmind.org.uk/services/live-a-better-life/>

 The worker will liaise and work with colleagues in other agencies especially statutory Mental Health Services to ensure the smooth running of the project.

The role involves the co-ordination and effective management of all aspects of service user peer support under the umbrella of the organisation. The peer support programme is a key element in recovery and focuses on the benefits of lived experience as a component in prevention of relapse and recovery from mental health issues. We want to bring people with lived experience of mental health issues together on an equal basis and create opportunities for shared identity and acceptance, build confidence and gain resilience.

The role will include overseeing existing LABL peer networks and groups internally and externally (in the local community). The role will also be to assist the development of new peer groups under the LABL programme in accordance with contractual requirements, deliver Peer Supporter training and provide supervision of client participants.

***Duties and responsibilities***

The Wellbeing and Peer Support Project Worker will work independently in the following tasks:

* Processing LABL referrals from Gateway, Reach and other inbound referring systems
* Ensuring assessments and outcome measures are completed and updated appropriately and within deadlines
* Developing marketing and promotional materials, circulating these and responding to external engagement/promotion opportunities
* Having responsibility for liaising with other organisations in the best interests of service users
* Assisting in developing and delivering effective monitoring systems and compiling monthly and quarterly statistics for funders and management
* Taking an active role in project development and work positively with new demands and changes required in the service
* Having responsibility for assessing service user risks on an on-going basis
* Developing and facilitating organised fitness and health programmes, activities and groups, plus focused sessions on issues such as diet, nutrition, personal wellbeing, life-skills, fitness and finally support with specific mental health issues. These will be delivered online and face to face.
* Providing an agreed number of hours of health and well-being activities each week. Specifically, the activities will include health, fitness and wellbeing focused sessions from various venues across Havering, Barking and Dagenham
* Share / teach coping, self-help and self-management techniques within the peer relationships
* Deliver LABL Peer Supporter training courses using the organisations Peer Supporter training developed from Oxfordshire Mind’s model and establish individual support groups
* Support service users to identify, develop and establish peer groups in the community
* Provide structured client support supervision and support in line with good practice and developing an out of hours’ peer support group, ensuring all safeguarding policies and practices are fully adopted and adhered to.
* Help individuals identify their own achievable and meaningful recovery goals using the Recovery Star and/or Wellbeing Star as a guide during these conversations, providing relevant and up-to date information on physical health and emotional wellbeing
* Implementing services according to specifications and requirements of Mind in Havering, Barking and Dagenham and evaluating such services
* Taking an active role in developing LABL ‘Get Out’ peer networks. To support service users in taking part in, and/or setting up, local groups or networks which are relevant to meeting their needs, and to be responsive to different ways of delivering support including out of hours’ provision
* Liaising with the team and management in ensuring best practice and maintaining high quality provision and reporting using Hub/Views System.
* Developing and sustaining effective working relationships with service users, staff and volunteers
* Providing information to service users to enable them to make choices about the development of their social network and participation in their local community
* Responsibility for purchasing necessary provisions and managing service user contributions
* Working to deliver a service which is sensitive to the different needs of black & minority ethnicity, sexuality or identity and clients with disabilities, and which does not discriminate against any group according to the Equalities Act 2010
* Working to deliver a service compliant with the Mind Quality Mark (MQM), which is a framework of good practice and a quality assurance tool

**Location**

The place of work is Harrow Lodge House or another venue in Havering or Barking and Dagenham according to the locality requirements of the service.

**Requirements in relation to the team:**

1. To attend and participate in regular team meetings.
2. To provide cover on an occasional basis for absent colleagues, and have a lead role in organising inductions and sessions as required.
3. To participate in regular support & supervision sessions.
4. To operate agreed health & safety and security procedures.
5. To share responsibility for security of office premises.
6. To attend appropriate training courses, and participate in skill sharing sessions within the team.

**In relation to other agencies**

1. To represent the organisation at relevant external meetings and inter‑agency forums if required
2. To liaise with voluntary and statutory agencies to develop good working relationships and promote partnership strategies where appropriate.
3. To be aware of legislation and national policies as they affect service users, particularly in the areas of physical health, mental health, substance use and community care.
4. To take a lead or supporting role in specific initiatives as required.

**In relation to policy and administration**

1. To carry out all necessary administration in connection with assessments and session tasks.
2. To keep case records in order that the Organisation can monitor and assess its efficiency and effectiveness.
3. To participate where required, in drawing up policies and procedures.
4. To further the aims of Mind in Havering, Barking and Dagenham and its activities by working within all agreed policies and procedures

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.