



Job Description

Job Title: MIND Peer Support Coordinator Post

Grade: SO2 £27, 924-£29,558 plus on costs

Hours: 36hrs per week

Holidays: 34 days per annum, including bank holidays

Based at: Mind in Bexley, Bexleyheath

Responsible to: Chief Executive

Background to the post:

Get Healthy, Get Active is a peer mentoring project that aims to help create a stronger and more involved community network for mental health service users in the borough of Bexley, with the specific purpose of encouraging increased participation in sport and physical activity for those at risk of Type 2 Diabetes.

The mentoring relationship will offer support, advice and encouragement to isolated and vulnerable individuals at risk of Type 2 Diabetes, who struggle to be active.

Mentors will be recruited from many areas including the X-pert Health database, Diabetes UK, GP registers but also non-medical sources such as leisure centres, sports clubs and community engagement in order to provide one to one mentoring support, helping those at risk of Type 2 Diabetes become more active, and manage their risk.

Tasks:

1. To set up, develop and oversee the Peer Support Project and provide at least 25 mentoring relationships a year, to this new and innovative project in the Borough of Bexley.
2. To set up and participate in a steering group for the project and the research group.
3. To work with the Recovery College Manager on devising and developing a specific training module for mentoring volunteers.
4. To recruit, oversee the training of and manage a minimum of 12-15 volunteers to provide the peer mentoring relationships.
5. To ensure the mentees are able to:-
 - provide information, support or to signpost service users to relevant services they may require.
 - offer support, advice and encouragement to isolated individuals.
 - empower people to make positive and informed life choices.

6. To oversee the smooth running of mentor/mentee relationships.
7. To supervise the mentees both individually and as a group.
8. To work towards achieving the Approved Provider Standard from the Mentoring and Befriending Foundation.
9. To attend and participate in steering groups, relevant meetings and give reports or presentations when required.
10. To work as part of the team towards ensuring effective user participation within this service in particular and Mind in Bexley as a whole.
11. To ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety.
12. To identify opportunities to liaise with other organizations to enhance effective input into the project.
13. To plan effectively for the delivery and development of the project and deliver to deadlines.
14. To work closely with the Research team in order to train and work with participants as co-researchers, evaluate the scheme and disseminate the findings.

Administration

1. To be self-serving other than where the use of central administration is appropriate.
2. To produce monthly and quarterly reports in line with Mind in Bexley's monitoring procedures and the Get Healthy, Get Active Project.
3. To provide to the CEO of Mind in Bexley and any other interim reports that may be required.

Team work

1. To have a team work approach and be flexible and adaptable to the needs of the organisation in order to provide a quality service to all of its service users.
2. To work as a member of the team, contributing to service planning and developments.
3. To attend regular Mind in Bexley Staff Meetings and act upon decisions agreed there.
4. To attend regular Supervisions individually with the Recovery College Manager of Mind in Bexley, and the Active for Health Officer at LB Bexley.
5. To participate in training programmes and attend courses, seminars or conferences as agreed with the CEO of Mind in Bexley.

Other

1. To undertake other such duties consistent with the post, as jointly agreed between the post holder and Mind in Bexley.
2. To undertake additional duties, as may reasonably be required
3. To at all times deliver the service in line with and adhere to Mind in Bexley policies and procedures.