

Peer Support Project Worker (South Bristol) Job Description



- Title:** Peer Support Project Worker
- Hours:** 15 hrs per week, 4 month Fixed-term contract
This may be extended for a further 4 months
- Pay:** £10.26 per hour (equivalent to £20,000 per annum)
- Responsible to:** Service Manager
- Length of Contract:** 4 Months (This may be extended for a further 4 months)

Job Summary:

You will be joining a small and vibrant team at a time when our service is more important than ever and subject to constant adaptation due to the coronavirus emergency.

We have obtained funding to open up face-to-face peer support groups specifically in South Bristol that are COVID19 secure, safe, empathetic and non-judgemental spaces in order to improve people's wellbeing and reduce social isolation.

This service will be working closely with the South Bristol Partnership Board and other local community groups in South Bristol. Needs have been identified in the locality to provide peer support to South Bristol communities struggling with wellbeing and social isolation issues during the pandemic.

Your main responsibility will be to help the Service manager to develop the service in South Bristol and open up new physical support groups. The role requires the ability to work under your own initiative as well as in a team; the ability to supervise and support volunteers and to have knowledge of peer support and safeguarding issues.

Project Worker Core Duties & Responsibilities

1) Project Service delivery

- To assist the Service Manager/s with their duties
- Assisting in the training of new volunteers for the peer support group service
- Help researching new venues during the COVID19 pandemic
- Helping open new support groups
- Facilitating support groups and supporting volunteers
- Providing supervision, support and feedback to volunteers
- Liaising with the Service Manager to ensure that the service operates safely and correctly, that volunteer levels are appropriate
- To handle safeguarding concerns appropriately, making judgements on the need for reporting where necessary (with support from the Service Manager)

2) Administration

- Ensuring that there is a healthy and safe environment at the support groups
- Helping to administer the service including collecting and collating monitoring data
- Completing necessary paperwork
- To represent Changes as a member of the staff team, to use a Changes email address
- To communicate and report to the Service Manager with any concerns as well as monitoring information for charity reporting
- Attend weekly staff meetings
- Adhere to Data Protection law

3) Promotion / Publicity

- Promoting the service digitally on various social media platforms
- Networking with relevant organisations to expand awareness of the service (including the South Bristol Partnership Board, GP surgeries, support workers, mental health teams & other charities across Bristol)

4) Other

- To work collaboratively with fundraising, media and the Befriending service team, sharing responsibility for the achievement of jointly agreed objectives, as appropriate
- To maintain a good working relationship with other members of staff, volunteers and service users/members
- To represent Changes in a professional manner
- To keep up to date knowledge about the third sector in Bristol
- To assist other staff members covering holidays and sick leave
- To complete tasks as directed by the Project Manager and/or Trustees as appropriate for the smooth running of the charity