

## HARTLEPOOL & EAST DURHAM MIND

### **JOB DESCRIPTION**

Post Title:                    TRAINEE PEER VOLUNTEER GUIDE  
Responsible to:            CEO  
Accountable to:            H&ED MIND (Registered Charity)

Hartlepool & East Durham is committed to a community, social, context based & trauma informed approach to working with individuals & groups experiencing distress & challenge. We believe in developing a full understanding of the complex causes of distress & in working in a person-centred way, collaboratively, to support practical & positive change.

### **JOB ROLE & PURPOSE**

**This team member will work within the larger Hartlepool and East Durham Mind Team - helping to grow a skilled, active and energised group of peer volunteers within the team.**

Work alongside the current Peer Lead and review the current peer volunteer groupings, maintaining and developing a detailed pool of individuals and their interests and availability. Help design and deliver an inclusive digital recruitment, training and induction process to integrate and grow the peer volunteer base and build local capacity.

This person will also provide appropriate follow up support and offer assistance to other team members and peers and will work with other partners and community groups to build awareness and referral pathways.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. TECHNICAL**

- 1.1. Work alongside the team and peer volunteer group to maintain and update an inventory of peer volunteers, skills, interests, ambitions and availability
- 1.2. Work alongside the team and peer volunteer group to ensure effective deployment of their involvement and activity within the project
- 1.3. Accept referrals for new peer volunteers via agreed protocols
- 1.4. Review referrals to ensure they are best suited for this pathway, altering or changing based on best evidence and discussion
- 1.5. Ensure all peer volunteers have access to ongoing support as well as enhanced support (Wellbeing practitioners/therapists) where necessary
- 1.6. Ensure with Peer Volunteers the co-ordination and communication to ensure proper planning and coverage of necessary services and assistance e.g. timetable, individuals deployed and opportunities
- 1.7. Initiate through coproduction a series of means and mechanisms to promote and celebrate the work of peer volunteers and ensure recognition for their activity within the project
- 1.8. Work to support the personal / professional development of all peer volunteers in line with their own personal aspirations
- 1.9. Develop relationships with other agencies, voluntary and third sector to promote inclusion
- 1.10. Attend multi-disciplinary meetings relating to relevant services and activities in the area
- 1.11. Accurately and regularly complete all service requirements relating to record keeping and data collection
- 1.12. Keep suitably comprehensive and coherent records of all activity in line with project protocols
- 1.13. Actively engage with all evaluation and review protocols introduced
- 1.14. Work within an anti-discriminatory framework, promoting equality of opportunity for all client groups

#### **2. PROFESSIONAL**

- 2.1. Ensure the maintenance of standards of practice and keep up to date on any new recommendations/guidelines
- 2.2. Ensure that client confidentiality is protected at all times
- 2.3. Be aware of, and keep up to date with research regarding mental health and wellbeing
- 2.4. Attend team meetings, training and conferences appropriate to this post
- 2.5. Attend supervision on a regular basis as agreed with your line Manager
- 2.6. Participate in individual performance review and respond to agreed objectives
- 2.7. Participate in a range of individual and collective evaluation processes including observations
- 2.8. Keep up-to-date records in relation to CPD

### 3. GENERAL

- 3.1. To speak openly and honestly about your work, approach and experience to help yourself, team and organisation move forward responsibly
- 3.2. To contribute to the development of a brilliant atmosphere, sense of shared goals and creating best practice within and without the organisation
- 3.3. To maintain up to date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care services
- 3.4. Take appropriate responsibility for your own health and safety and the health and safety of colleagues, and those engaged in, or connected to, your work, that of the team and of the organisation
- 3.5. Comply with Data Protection Act (2018) GDPR (2016) and security and confidentiality policies within your work and the organisation
- 3.6. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests during their official duties

It is impossible to write down every task or activity that you may be required to do, or be involved in. There will be times when more is required and the job is likely to evolve to include new tasks. All the above are intended to draw a broad picture of what we would need and want you to do. Please be prepared to discuss, challenge and extend your activity within the context of your team and this project if you believe that we can do better, and in the pursuit of the best possible shared results!