



Pre-Employment Peer Support Worker

Job Title: Pre-Employment Peer Support Worker
Location: The Cellar Trust, Farfield Road, Shipley, BD18 4QP
Responsible to: Pathways to Employment Service Lead
Hours of work: Part time - 30 hours per week
Salary: £17,073 - £20,868 per annum pro rata (depending on experience)
Contract: Permanent
Holiday allowance: 25 days per year plus bank holidays, pro-rata
Informal enquiries: Michelle Rhodes (Pathways to Employment Service Lead) on 01274 586 474 or michelle.rhodes@thecellartrust.org
Applications to: Lucy Quirk (HR & Governance Administrator) lucy.quirk@thecellartrust.org
Closing Date: 5pm Tuesday 26 November 2019
Interview Date: Tuesday 03 December 2019

General

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 underrepresented within the organisation. We also welcome applications from candidates with additional language skills.

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.

Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification.

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage. If you would like to request any reasonable adjustments at interview stage of the recruitment process please specify this in your application. The successful candidate will be required to undertake a Disclosure and Barring Service check.

Job Purpose

We believe that peer support can make a big difference therefore we are looking for someone with their own experiences of recovery from mental health problems, who can use those experiences to support others. You will also have experience of working with people to build confidence and skills. Experience of working in mental health is not essential, as training will be provided, but you must be passionate about mental health.

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. A positive and proactive approach is essential, as well as the ability to be highly organised.

Our employment service works using the Individual Placement and Support (IPS) model. You can find out more about this here: www.centreformentalhealth.org.uk/what-is-ips

Accountability

- Responsible to the Pathways to Employment Service Lead.
- No direct managerial responsibilities.

Key duties and responsibilities

With support from the Senior Pre-Employment Specialist:

Pre-employment support

- To deliver high quality pre-employment related support including but not limited to initial action planning and goal setting, and helping to understand and overcome barriers to employment.
- To work in a recovery focused and person centred way which builds confidence and helps people to move forward
- To use own lived experience of recovery from mental health problems, as appropriate, to inspire and support others
- To contribute to team meetings, discussions and activities.
- To work closely with the Employment Specialists to ensure smooth transition to employment support when appropriate.

General

- To work independently across the community, including regular travel across Bradford, Airedale, Wharfedale and Craven.
- Act as an ambassador for The Cellar Trust, in line with our values, liaising with professionals and organisations across the district including referrers, partners and employers.
- To ensure that notes and data is recorded in an accurate and timely manner, and all associated paper work is kept up to date.
- To work closely with other health and social care professionals including statutory and voluntary agencies to ensure that support is joined up and high quality.
- To plan workload, manage own time in order to meet agreed delivery targets.
- To maintain a professional relationship with the clients of the programme and with other staff, paying particular attention to confidentiality and the maintenance of boundaries.
- To 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 do operate a time off in lieu policy.
- Any other duties commensurate to the post, to be decided by your line manager including being prepared to take a flexible, team-based approach to delivery.

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria is addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Grade 4 or above or equivalent experience	Degree
SKILLS AND EXPERIENCE	Experience of working with people to help them build confidence and skills and to move forward	Experience of working in mental health
	Excellent interpersonal and written communications skills	Experience of working with people who have been involved in the criminal justice system; who have concurrent substance misuse problems; with a concurrent physical disability and/or learning difficulty with autism
	Ability to build positive working relationships outside of immediate team	Experience delivering group work and/or training
	Experience of using databases to input data	Experience of writing client notes
		Additional language skills
Experience of working to performance targets		
KNOWLEDGE	Understanding of the importance of client confidentiality	
	Understanding of safeguarding and the implications when working with this client group	
	Understanding of the principles of recovery	
	Understanding of the barriers to work for people recovering from mental health problems	
	Understanding of the potential role of peer support in mental health services, and how it can support recovery and wellbeing	
PERSONAL ATTRIBUTES	Commitment to working in line with and championing The Cellar Trust values	
	Strong commitment to supporting others to build independence, confidence, and skills	
	Patient, non-judgmental, respectful and compassionate	
	Comfortable working in a changing and developing service and committed to continuous improvement	

	Comfortable working under pressure and ability to prioritise work, and multi-task	
	Strong commitment to working collaboratively as part of a team including being prepared to work collectively on organisational tasks outside of immediate job description	
	Proactive approach to continued personal and professional development	
	Self-motivated and pro-active in seeking out ways to resolves problems/challenges	
	Ability to reflect on personal experiences of mental health problems, and comfortable with sharing personal experiences in the context of a work role	
	Ability to maintain a healthy work/ life balance and evidence of commitment to looking after own health and mental wellbeing	
OTHER	Ability to work occasional evenings and weekends to attend or support key events	