

Peer Support Worker  
Recruitment Pack  
July 2024

**Reference: Peer Support Worker**

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the job advertisement, job description and person specification.

For more information about the role and our services, please see our website at [www.easthantsmind.org](http://www.easthantsmind.org) or to discuss the role please contact Jenny Smith ([Jenny@easthantsmind.org](mailto:Jenny@easthantsmind.org)).

To apply, please submit your application which should outline why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and access to a vehicle. Please also state if you are interested in the 22-hour post in the Havant area or the 29-hour post in the East Hants area.

Please return applications to the HR lead at [HR@easthantsmind.org](mailto:HR@easthantsmind.org)

- Closing date for receipt of applications is: **Tuesday 20<sup>th</sup> August 2024**
- Shortlisted candidates will be contacted by **Thursday 22<sup>nd</sup> August 2024**
- Interviews will be held on **Friday 30<sup>th</sup> August** additional dates may be added if needed.

Yours sincerely

Jenny Smith  
Adult Wellbeing Manager

## The benefits of working with HEH Mind

### **Make a real difference to local people**

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.


### **Holidays**

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days, and bank holidays (all calculated pro-rata for part-timers). We also give an additional winter's leave day in late December
- Employees are also gifted a day's leave to celebrate their birthday.

### **Learning, growth and development**

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 Mental health and Wellbeing Training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

### **Workplace wellbeing**

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
  - Remote and homeworking flexibility (dependent on role requirements).
  - We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
  - If you use a PC within your role, we will provide free eye tests, if necessary.
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## **Job Advertisement**

We have an exciting opportunity to extend our established Adult Wellbeing team. We are looking for enthusiastic and motivated person to join our expanding team at HEH Mind. Could this be a role be for you?

HEH Mind successfully manage and run a range of recovery services for adults with mental health needs in Havant and East Hampshire. We offer a variety of client focused interventions.

As a peer supporter you will empower service users through a range of client focused interventions including but not limited to delivering existing peer support groups, developing new groups and co facilitating courses and workshops to instil hope and give individuals the skills and connections to manage their own mental health needs.

### **We want to hear from you.**

This is a great opportunity for anyone looking to get into a career within mental health and for someone who wants to use their experiences to empower and support others making a difference in their local community.

We are looking for passionate, empathetic and committed individual who want help those experiencing challenges with their mental health and wellbeing in Havant and East Hampshire.

If you would like to know more about the service before making your application, please get in touch with Jenny Smith Adult Wellbeing Manager ([Jenny@easthantsmind.org](mailto:Jenny@easthantsmind.org)).



## Job Description

<b>Job title:</b>	<b>Peer Support Worker</b>
<b>Salary:</b>	£22,050 per annum which is £13,110.81 pro rata
<b>Contract length</b>	Permanent
<b>Contracted hours:</b>	22 per week
<b>Working base:</b>	Various roles available both in Havant and East Hants.
<b>Reports to:</b>	Peer Support Lead
<b>Responsible for:</b>	Service users and wellbeing volunteers
<b>Checks made:</b>	Enhanced DBS and 2 satisfactory references


## Purpose of Post

The purpose of the Peer Support role at Havant and East Hants Mind is to deliver client focused services alongside practitioners and volunteers. Our services support clients to gain the skills and tools to manage their own mental health and wellbeing. Peer supporters are able share their own experiences where appropriate to help others on their recovery journey. By sharing your own experiences, you can help to inspire others that there is hope in overcoming mental health challenges.

## Accountability


You will be line managed by the Peer Support Lead for Havant and East Hants Mind but will manage your own workload and prioritising your tasks.

## Key Responsibilities and duties:

1. To work directly with adults who are experiencing mental health challenges to offer support, advice and guidance.
  2. To support and encourage service users to identify their strengths and goals, whilst offering advice and support on how to take steps to achieve them.
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3. Support service users to develop self-care and coping strategies that they will be able to apply in all areas of their life.
4. Help plan and run group activity sessions in the community; including peer support groups, workshops and courses reflecting the local needs of the patient and practices.
5. Act as a role model for patients instilling hope and promoting recovery. This includes model personal responsibility, self-awareness, self-belief and self-advocacy.
6. Have knowledge of the local areas with relevant signposting and support patients when appropriate.
7. Participate in service evaluation and reflection, and support with service user engagement.
8. Keep up to date with action lists, Microsoft outlook emails and calendar and maintain up to date and accurate client records.
9. Recognise and accept the need to learn from experience, to actively take part in reflective practice, develop new skills and keep up to date with current practice and undertaking training as directed by your line manager.
10. Promote positive understanding, awareness and attitudes towards mental health and wellbeing
11. Be responsible for respecting and maintaining personal and professional boundaries concerning relationships with service users, volunteers and other staff
12. Undertake any other tasks and duties as required and requested by management to meet the needs of the service.

## **General responsibilities and duties:**

1. To attend staff meetings, supervisions, appraisals and training events as directed by your Line Manager.
  2. To uphold the aims and values of HEH Mind.
  3. To contribute to the ongoing development of the service and best practice.
  4. To work within HEH Mind policies and procedures.
  5. All employees have a duty and responsibility of their own mental health and others.
  6. All employees have a responsibility to prevent abuse and neglect and report concerns.
  7. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies.
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Person Specification	Essential/ Desirable
<b>Qualifications:</b>	
Sound basic education including English and Maths or equivalent	Essential
Relevant training in peer support and/or mental health	Desirable
<b>Experience:</b>	
To have lived or learned experience and understanding of mental health and related issues, difficulties or challenges.	Essential
Experience of working with people with mental health needs, in a paid or voluntary capacity	Essential
Experience of providing support and/or guidance to people with mental health issues.	Essential
Experience of working in partnership/multi agency working.	Desirable
Experience of helping people identify their own goals on their recovery journey and the ability to support people in pursuing these.	Desirable
<b>Skills:</b>	



Demonstrate the knowledge, confidence and skills to work with people with a range of needs.	Essential
Demonstrate a knowledge of mental health services, and wider related groups and organisations.	Essential
Demonstrate the confidence and understanding to advocate for service users and share a lived experience input to wider care planning.	Essential
The ability to manage time and competing priorities and take responsibility for your own work, accountabilities and caseload.	Essential
Excellent team working skills including listening, constructive feedback, respect and dignity and skill sharing.	Essential
Excellent communication and organisational skills including written and I.T., including use of Microsoft Office packages.	Essential
The ability to maintain and monitor accurate recording of participation, progress and outcomes.	Essential
Demonstrate a solid understanding of the importance of confidentiality, boundaries and safeguarding.	Essential
<b>Personal Attributes:</b>	
An understanding of the role of peer support within mental health.	Essential
An understanding of key concepts of recovery. An understanding of the key difficulties and challenges faced by people on their recovery journey.	Desirable
Demonstrate an understanding of the role and impact of peer support in people's lives.	Essential
Demonstrate skills in managing your own health and wellbeing.	Essential
<b>Other Requirements:</b>	
Personal transport for business purposes	Essential
Knowledge of local area and services or organisations that can provide additional support to our service users in Havant and East Hampshire	Desirable
Satisfactory background check and 2 references.	Essential
<b>Personal Circumstances:</b>	
Alignment with HEH Mind vision and values	Essential



# mind Havant and East Hants

An understanding of Equality, Diversity and Inclusion

Essential



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Dunsbury Way  
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Hampshire  
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[www.easthantsmind.org](http://www.easthantsmind.org)  
Charity number 1116301

