



Job Description & Person Specification

Position:	Living Well Peer Support Development Co-ordinator
Salary:	£27,852
Hours:	35 hours per week initial 12 month contract (open to discuss part-time/job-share)
Reporting to:	Manchester Mind CEO and Manchester Living Well Collaborative (includes leaders from statutory and VCSE and lived experience)

Job Description

Summary of Main Duties and Responsibilities

Peer support can be transformative – in so many ways, offering choice, control, hope and community. Peer support will be a big part of Community Transformation/Living Well Service and we want to influence the development through involving people with lived experience to scope out what peer support could look like, the infrastructure and training that would be needed and the model to sustain a vibrant connected peer support system. You would lead on this, influencing strategy and direction of peer support.

You would work for Manchester Mind alongside our current peer support staff and with the existing peer support network and you will also link across networks in Manchester during this scoping period. You would report not only within Manchester Mind but also to the Collaborative (wide groups of people coming from VCSE, Statutory Mental Health services, People with lived experience and communities across Manchester) guiding the development of the Community Mental Health Transformation/Living Well model. You will be modelling good practice in involving people in the planning, design and delivery of services.

Main Duties

1. To work with people who have lived experience of mental health difficulties involving them in the planning and design of a sustainable peer support model, which is a key part of the Community Mental Health Transformation developments.
2. To provide access points to involvement for people with lived experience
3. To involve people with lived experience at every stage of developments
4. To utilise service design tools in the development of this work
5. To build trusted relationships with the stakeholders involved in the work.
6. To feel comfortable and confident to influence the different stakeholders involved in this work e.g. community projects, third sector organisations, NHS managers and Commissioners)

7. To work collaboratively with current peer support providers including the Manchester Mind Peer Support Team.
8. To ensure that the work is trauma informed and provides appropriate support to people involved.
9. To ensure that the people involved are fully representative of communities in Manchester
10. To potentially scope out training to enable longer term and effective development for people involved in setting up and running peer support (if this is seen to be needed).
11. To collect and report on recent research into the effectiveness of peer support
12. To build on existing knowledge of peer support networks and scope out the benefits of the networks and what is needed for sustainability.
13. To produce reports when required
14. To monitor the work using agreed evaluation tools.

General Responsibilities

1. Be responsible for personal and professional development, attend regular supervisions along with an annual appraisal.
2. Attend appropriate training activities as agreed with the Operations Director.
3. Work within all Manchester Mind's policies and procedures.
4. Work in alignment with Manchester Mind values and beliefs.
5. Ensure data is managed in compliance with General Data Protection Regulations.
6. Value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All essential unless otherwise stated.

Knowledge and Experience

- Experience of developing and overseeing projects and/or services (preferably peer support).
- Lived Experience of mental health difficulties.
- An understanding of what peer support is and the impact it has.
- Experience of working collaboratively and creating environments where people can develop and learn.
- Experience of demonstrating the impact of projects and services.
- Knowledge of Community Transformation/Living Well. (DESIRABLE)

Skills and Personal Qualities

- Ability to work in an open way that builds kind relationships and is receptive to and appreciative of the skills and talents of everyone.
- Clear and meaningful communication skills, the ability to listen and enable people to feel heard, accepted and understood.
- Good IT skills, sufficient for producing reports/presentations, and for monitoring and developing systems.
- Ability to work in a strengths-based way that recognises the potential for individuals to develop and enable resilience.

