



in Bexley
For better mental health



Job Description

Job Title:	Mind2Mind Peer Mentoring Coordinator Post (funding until may 2012)
Grade:	NJS S01, (29) £26,845.00 (Inc. OLW) pro rata
Hours:	1 x Part/Time 21 hours per week
Holidays:	25 days per annum pro-rata, plus public holidays
Based at:	240a Broadway, Bexleyheath, Kent DA6 8AS (Mind Offices) with outreach work throughout the Borough
Responsible to:	The Day Services Coordinator
Accountable to:	Director and Board of Trustees of Mind in Bexley

Background to the post:

Funded by the Big Lottery Fund, Mind2Mind is a peer mentoring project which aims to help create a stronger and more involved community network for mental health service users in the borough of Bexley, with the specific purpose of encouraging the participation and facilitation of healthier, more active and involved mental health users, thus strengthening the community of Bexley as a whole.

The mentoring relationship offers support, advice and encouragement to isolated and vulnerable individuals with persistent and enduring problems, specifically mental health issues.

Mentors are recruited from current service users and services throughout the Borough in order to provide one to one mentoring support, helping new service users of Mind in Bexley's and other services, who are suffering from mental ill health, to make positive choices about their lives and particularly to support them during important transition points to enable them to rebuild their lives.

The mentees identified as in need may also suffer from multiple disadvantages in terms of mental illness and barriers in terms of economical, social exclusion and discrimination. The mentoring relationship will therefore also work within this context and incorporate strategies to tackle these realities for the mentees.

Tasks:

1. To develop and oversee the Peer Mentoring Project and provide at least 15 mentoring relationships a year, to this new and innovative project for both new and existing service users living in the Borough of Bexley.
2. To participate in a steering group for the project.
3. To work with the Day Service Coordinator on developing a specific training module for mentoring volunteers.
4. To recruit, oversee the training of and manage a minimum of 15 volunteers to provide the peer mentoring relationships.
5. To ensure the mentees are able to:-
 - provide information, support or to signpost service users to relevant services they may require.
 - offer support, advice and encouragement to isolated individuals.
 - empower people to make positive and informed life choices.
6. To oversee the smooth running of mentor/mentee relationships.
7. To supervise the mentees both individually and as a group.
8. To work towards achieving the Approved Provider Standard from the Mentoring and Befriending Foundation.
9. To attend and participate in steering groups, relevant meetings and give reports or presentations when required.
10. To work as part of the team towards ensuring effective user participation within this service in particular and Mind in Bexley as a whole.
11. To ensure that reasonable care is taken at all times for the health, safety, and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety.
12. To identify opportunities to liaise with other organizations to enhance effective input into the project.
13. To plan effectively for the delivery and development of the project and deliver to deadlines.

Administration

1. To be self-serving other than where the use of central administration is appropriate.
2. To produce monthly and quarterly reports in line with Mind in Bexley's monitoring procedures.

3. To provide to the Director of Mind in Bexley and the Day Service Coordinator any other interim reports that may be required.

Team work

1. To have a team work approach and be flexible and adaptable to the needs of the organisation in order to provide a quality service to all of its service users.

2. To work as a member of the team, contributing to service planning and developments.

3. To attend regular Mind in Bexley Staff Meetings and act upon decisions agreed there.

4. To attend regular Supervisions individually with the Day Service Coordinator of Mind in Bexley.

5. To participate in training programmes and attend courses, seminars or conferences as agreed with the Director of Mind in Bexley.

Other

1. To undertake other such duties consistent with the post, as jointly agreed between the post holder and Mind in Bexley.

2. To undertake additional duties, as may reasonably be required

3. To at all times deliver the service in line with and adhere to Mind in Bexley policies and procedures.