

## **MIND IN CAMDEN**

### **Job Description**

#### **Part-time Children and Young People Peer Mentoring Development Worker (14 hours)**

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| <b>Job title:</b>       | CYP Peer Mentoring Development Worker  |
| <b>Accountable to:</b>  | Voice Collective Senior Worker   |
| <b>Responsible for:</b> | No staff but may be required to provide supervision and support for volunteers, and advice and support for staff in partner agencies   |
| <b>Hours per week:</b>  | 14   |
| <b>Grade:</b>           | NJC SCP 22-25 starting at SCP 22   |
| <b>Duration:</b>        | The sub-contract with Fitzrovia Youth in Action (FYA) that funds this post is co-terminus with their Local Authority contract with Camden Council, initially for two years from October 2017; it may be extended by up to 2 years or be subject to change during the life of the contract. |

#### **Introduction:**

The Camden Children and Young People Peer Mentoring project aims to deliver a comprehensive peer mentoring service that will be co-produced with and embedded in schools and youth organisations across Camden. This will be delivered by a unique partnership between Fitzrovia Youth Action, who are the project lead, Mind in Camden, who will provide staff and user training programmes and The Tavistock and Portman NHS Foundation Trust (T&P) who will provide consultancy and advice on referrals to local Child and Adolescent Mental Health Services. The headline outcomes the project is seeking to achieve with children and young people in Camden are:

- able to access support from their peers
- achieving improved connectedness with individuals and community
- improved problem solving skills

#### **Aim of the Job:**

To support the introduction of peer mentoring schemes for children and young people in Camden schools and youth projects by:

- devising and delivering training and support sessions for both children and young people becoming peer mentors and lead staff at partner agencies
- assisting in developing robust, safe and child/youth friendly policies and procedures for information sharing and referral
- providing advice and support to delivery partners around risk management, referral pathways to other voluntary sector provision around mental health and problem solving
- being available for assistance and advice for staff in partner agencies if an issue needs escalating

#### **1) Assisting in the creation and delivery of peer mentoring programmes**

- With FYA and T&P staff, engage in planning and delivering an active community outreach programme to engage schools and community groups working with children and young people as hosts and providers of peer mentoring programmes.
- Develop, organise and deliver training to children and young people and partner staff to support the successful implementation of peer mentoring programmes
- Engage in directly delivering programmes to assist partner organisations with start-up, aiming to withdraw so partner organisations can run the programmes themselves
- Assist FYA and other partner agencies to develop policy and practice around the work with children and young people
- Provide ongoing advice and support to partners.
- Provide infrastructure support to partners (e.g. training the trainers, coaching and mentoring) where this is required
- Organise and deliver workshops to raise awareness and train children and young people and staff in partner organisations
- Keep detailed records of the work and its outcomes and ensure all groups and workshops run are monitored and evaluated.
- Produce reports on the work as specified
- Provide an effective link to appropriate preventative and other statutory and voluntary mental health services for CYP and partner agencies.
- Where appropriate, the post holder should familiarise themselves with the relevant policies and procedures in partner organisations and abide by them.

## **2) Promoting sustainability:**

- Deliver other training, coaching and facilitation to host agencies which will reduce dependency on the project and therefore help sustainability
- Stay in contact with organisations, groups and people trained in order to evaluate longer term impact and further embed the work

## **c) General Duties:**

- Safeguarding children and young people by communicating effectively with your manager, other teams and the Camden Safeguarding Children Board where necessary, and attending relevant safeguarding training when required
- Work within the context of the wider Mind in Camden organisation and participate in internal and external meetings as required.
- Work alongside partner staff as an integrated team and participate in related internal and external meetings as required
- Work to Mind in Camden policies, procedures and guidance.
- Be accountable for all aspects of your work to your manager through supervision.
- Undergo training and qualification as is consistent with the satisfactory performance in the post.
- Perform other duties as reasonably required by your manager.

## **All staff are expected to:**

- Recognise changes in circumstances promptly and adjust plans and activities accordingly.
- Find practical ways to overcome barriers.
- Present information clearly, concisely, accurately and in ways that promote understanding.
- Assist in creating a sense of common purpose.
- Make best use of available resources and proactively seek new sources of support when necessary.
- Act within the limits of their own authority.
- Be vigilant for potential risks and hazards.
- Take pride in delivering high quality work.
- Take personal responsibility for making things happen.

- Take personal responsibility for effectively communicating with service users, members of their work team, managers and other work groups.
- Consult with their work group about matters which directly affect their work.
- Deal sensitively and effectively with service user or stakeholder complaints.

**Main Conditions of Service:**

- The salary is linked to, but not bound by, the NJC scale. This post is graded at SCP 22-25 starting £9,927 p.a. including Inner London Weighting for 14 hours per week (pro-rata of £24,818) and rising by annual increment to SCP 25.
- Mind in Camden has an auto-enrolled pension scheme into which it currently pays 5% of salary. From 2019 you will be required to contribute an additional 3% into the scheme.
- The hours of work per week are 14 that will ordinarily be worked between 9.30am – 5.30pm with a one hour (unpaid) lunch break. Evening, weekend and bank holiday work may be required on occasion.
- Annual leave entitlement is initially 27 days plus public holidays (pro-rata for part-time staff).
- All Mind in Camden job descriptions may be subject to periodic review.
- The post holder will work across multiple sites in Camden.



## **Mind in Camden**

### **CYP Peer Mentoring Development Worker**

#### **Person Specification**

*All areas in the person specification are essential unless stated otherwise*

#### **Qualifications**

1. None specifically required but evidence of learning around mental health and working with children and young people learning is essential

#### **Knowledge**

1. In-depth understanding of mental health from a range of perspectives, with particular emphasis on non-medical understandings of mental health.
2. Awareness of current issues in policy and practice in mental health, particularly around services for children and young people.
3. Thorough understanding of co-production, person centred and recovery principles.
4. A thorough understanding of the principles and practice of peer mentoring in work with children and young people
5. Understanding of anti-discriminatory practice with particular emphasis on how it applies to mental health work with children and young people
6. A knowledge of safeguarding principles and practice
7. An excellent understanding of the principles of good partnership working.
8. A working knowledge of monitoring and evaluation methods, and measuring outcomes
9. Understanding of confidentiality and data protection principles.
10. A strong understanding of community development and promotion, including use of web and social media.

#### **Experience of:**

1. A minimum of 2 years' experience of working directly with children and young people in mental health related services.
2. Working in partnership with external agencies to provide services.
3. Marketing and promoting services.
4. Planning and delivering training activities
5. Working with networks and communities

#### **Skills & Abilities**

1. Ability to provide high quality support to children and young people and staff in partner agencies
2. Ability to contribute to creating and inspiring a network towards a common purpose.
3. Ability to implement our ethos and use personal lived experience of mental health appropriately in training, peer and individual support
4. Have strong communication and interpersonal skills.
5. Ability to analyse problems and make decisions.
6. Ability to gather and use information/data.
7. Ability to produce written materials to a high standard
8. Ability to deliver presentations, training and workshops to a variety of stakeholders.
9. Be highly organised with excellent time management skills.
10. Have intermediate or above computer skills with ability to use database programmes.
11. Ability to work independently and to utilise support effectively

#### **Commitment to:**

1. Taking personal responsibility for making things happen.
2. Working flexibly and cooperatively.
3. Strengths-based recovery approach to client work and person centred practice.
4. Community empowerment and enablement
5. Implementation of equal opportunities through anti-discriminatory practice.
6. Confidentiality.
7. High levels of accountability for your work to your manager.