

Job Description & Person Specification



Job Title	Accountable to	Direct Reports	Budget
Peer Support Worker	Service Manager/ Deputy Service Manager	N/A	N/A
Job Grade	Location	Hours	
SCP 6 to 9 £17,893.20-£19,567.08	Julian Support	Various hours - this will not include weekends or evenings as standard.	

Purpose
<p>The role holder will have been through the criminal justice system. Using your personal experience of the the criminal justice system you will support others in similar circumstances to make positive life changes. Demonstrating positive role modelling you will work in partnership with service users, helping them to build upon their strengths and enabling them to engage with resources in the community with the aim of preventing re-offending.</p> <p>Julian Support delivers services to both vulnerable adults and children and is exempt from the Rehabilitation of Offenders Act 1974. This means that the role will require the post holder to declare unspent and spent convictions. Julian Support are unable to accept applications from those on the DBS Barred List.</p>

Key Activities
<ol style="list-style-type: none"> 1. Ensure that service delivery reflects Julian Support’s (JS) commitment to the Strengths Approach and Recovery Model. 2. Work in partnership with service users in the community to engage with Julian Support and the various community agencies and services to assist in meeting service user needs and promote service user independence. 3. To use your lived experience of the criminal justice system to develop hope, motivation and engagement with services to achieve sustainable outcomes. 4. Assist in providing advice and guidance relating to identified need/s, stated on support plan, to service users (vulnerable adults and children) and support them to access services/agencies that can meet their need/s. 5. To lone work safely and effectively in the community following JS policy and procedures. 6. Regularly travel throughout Norfolk and Suffolk, depending on the location of service users, to support service users to access health and social care appointments, providing transportation where necessary, 7. Work with Recovery Coordinators to identify the correct resources and to deliver

Job Title	Peer Support Worker	Job Grade	SCP 6 - 9
Created By & On	Natasha Tournay- Mason/Ben Curran 25.09.18	Date verified by HR	
Review Date	Revised for CJLD on 24/04/2019 by P. Newton and L Parker	Date CMT Approved	

Job Description & Person Specification

- support tasks in line with each individual's support, risk and management plans to the required standard.
8. To complete all necessary paperwork, electronic records and data inputting (e.g. records of service user contacts and data reports) to the required standard and within designated timescales.
 9. Liaise effectively with other statutory and non-statutory professionals and the wider community to enable understanding and effective outcomes for those being supported.

Additional Responsibilities

1. To attend team meetings, participate in supervision, meet appraisal objectives and support the achievement of the JS Business Plan.
2. To provide support to all JS Services in line with Business Continuity Plans
3. Undertake such duties as may be reasonably required, by your line manager, commensurate with the level of responsibility and duties of this post.
4. Take reasonable care to ensure your own health and safety and that of others. Abide by your duty of care as outlined in the Julian Support Health & Safety Policy.
5. To be committed to safeguarding and the promoting of children, young people and vulnerable adults.

Competences - (Interview Criteria)

Working with others:	
► Client & Customer Focus	C
► Respect for Race & Diversity	A
► Team working/Partnerships	C
► Effective Communication	C
Achieving & Delivering Results:	
► Problem Solving & Decision Making	C
► Planning & Organising	C
► Personal Responsibility	B
► Resilience	B
Leadership/Management:	
► Strategic Perspective	C
► Openness to Change	C
► Negotiation and Influencing	B
► Maximising Potential	X

Job Title	Peer Support Worker	Job Grade	SCP 6 - 9
Created By & On	Natasha Tournay-Mason/Ben Curran 25.09.18	Date verified by HR	
Review Date	Revised for CJLD on 24/04/2019 by P. Newton and L Parker	Date CMT Approved	

Job Description & Person Specification



Training Requirements	
General	
▶	Julian Support Induction
▶	Safeguarding
▶	Recovery Model & Strengths Approach
▶	Health & Safety
▶	Data Protection
▶	Diversity
▶	Fire Safety
Role Specific	
▶	JS Mandatory training for Peer Support Workers
▶	CJS experience & Personal Disclosure

Job Title	Peer Support Worker	Job Grade	SCP 6 - 9
Created By & On	Natasha Tournay-Mason/Ben Curran 25.09.18	Date verified by HR	
Review Date	Revised for CJLD on 24/04/2019 by P. Newton and L Parker	Date CMT Approved	

Job Description & Person Specification



Person Specification (Short listing Criteria)	A/I/T/P
Essential Criteria.	
1. Lived experience of CJS and community support services.	A/I
2. Commitment to the principals of adult and child safeguarding with a knowledge and awareness of how to practically apply this.	A/I
3. It is essential that the role holder holds a valid driving licence and has their own transportation or has access to a car and driver.	A/I
4. Ability to develop and sustain effective and positive working relationships with service users and other professionals.	A/I
5. Ability to demonstrate emotional resilience when faced with difficult and personally demanding situations	A/I
6. A creative and resourceful approach to problem solving	A/I
7. Written and verbal communication skills	
8. Experience of supporting people to make positive choices and decisions about their lives	A/I
9. Ability to work within defined timescales and to maintain clear and accurate records	A/I
10. Working knowledge of information technology, including computers/ mobile phones and tablets and ability to learn office systems and processes	A/I
11. Ability to work independently and a commitment to participate in team working	A/I
12. Proven commitment to service user, family, and friends involvement including diversity, equality and inclusion.	I
Desirable Criteria	I
1. Knowledge of the impact that criminal justice system may have on an individual, friends, and family.	I
2. Knowledge of statutory and voluntary agencies.	

Key:

A = Application

I = Interview

T = Test

P = Presentation

Job Title	Peer Support Worker	Job Grade	SCP 6 - 9
Created By & On	Natasha Tournay-Mason/Ben Curran 25.09.18	Date verified by HR	
Review Date	Revised for CJLD on 24/04/2019 by P. Newton and L Parker	Date CMT Approved	