

Role Description

Role Title:	Young Person's Peer Support Coordinator (Sessional)
Section:	Peer Support
Location:	Greenwich
Expected sessional hours:	7.5 hrs every week, until March 2027 (with possibility of extension)
Responsible to:	Community Services Manager
Responsible for:	Peer Support Volunteers

Role Summary:

Work collaboratively with the Peer Support Coordinator to redesign and deliver *The Nook, Greenwich*, a support group for young people aged 18–30. Create person-centred psychoeducational and peer support resources and co-lead on redesigning the structure of the project. Manage and support volunteers to confidently co-facilitate sessions, ensuring they feel equipped and valued in their roles. Create a safe, inclusive, and non-judgmental environment, grounded in lived experience of mental health, where participants feel heard and respected. Welcome and support service users, facilitating meaningful group discussions grounded in relatability. Provide thoughtful signposting to relevant services when needed. Play an active role in supporting service users' wellbeing and recovery journeys, while also helping them build connections within their community and access wider opportunities and activities. Build partnerships with local organisations to help support the outcomes of the project.

Key Responsibilities:

- Work closely with the Community Services Manager and Peer Support Coordinator, to develop the Nook creatively and operationally.
- Re-design, coordinate and deliver The Nook, Greenwich sessions. Sessions will run alongside current group offer in Greenwich and will be based in psychoeducation and peer support.
- Ensure co-production at the heart of the nook project.
- Ensure that all client data, including demographic data, is recorded on VIEWS database in a timely manner and in line with GDPR guidelines
- Ensure the effective administration of Nook sessions in order to maintain accurate records on the VIEWS database. Including: case notes detailing work completed with clients, registers, volunteering hours and safeguarding forms.
- Promote understanding of the principles and practice of peer support and user-run services amongst staff and service users, both within the organisation and to outside agencies, ensuring peer support is seen as an integral social care intervention for the benefit of the client
- Work closely with colleagues to ensure the services are marketed to the appropriate audiences in an accessible, compelling way that reflects the organisation's values
- Ensure that contract targets are consistently achieved and that clear action plans are developed and implemented to address areas of under-performance
- Ensure good communication and liaison with all Greenwich staff, to facilitate effective signposting between peer support sessions and other services

- Recruit and induct people with experience of mental health problems to act as Peer Support Volunteers, ensuring that appropriate levels of Peer Support Volunteers are maintained
- Develop, deliver and evaluate the peer support training so that peer support volunteer group facilitators are able to appropriately undertake their volunteering duties in a safe way
- Provide guidance and regular, flexible support to enable Peer Support Volunteers to effectively undertake their roles. This includes the provision of individual and group supervision opportunities
- Work with Service Users, Peer Support Volunteers, staff and external partners/agencies (local community and cultural groups) to plan and deliver Peer Support Sessions. Ensure that all activities undertaken are run within the ethos of encouraging personal development and recovery.
- In collaboration with Community Services Manager, develop partnership work with external organisations and community groups, connecting with diverse organisations
- Work in an outcomes-focused manner and monitor the effectiveness of peer support in managing the mental wellbeing of clients and volunteers, including through the regular use of outcome measurement tools. Review best practice within the wider field and implement changes as necessary.
- Produce reports on service delivery and contribute to appropriate research to enable the peer support programmes to be effectively monitored and evaluated
- Contribute to the development of procedures and guidelines as they relate to Peer Support
- Demonstrate professional boundaries and appropriate communication skills with service users.

General Responsibilities:

- Work in line with SEL Mind's [Purpose, Vision, Values and Aims](#)
- Positively represent SEL Mind, both internally and externally, and promote our work
- Comply with SEL Mind's policies and quality frameworks
- Promote understanding, awareness and positive attitudes towards mental health and dementia
- Promote equity, diversity and inclusion
- Attend and actively contribute to individual supervision and training sessions, team meetings and organisational events
- Perform other duties appropriate to the role
- Support, encourage and engage active service user and carer participation wherever possible