



## The Forward Trust Job Description

<b>Position Title</b>	Peer Coordinator	<b>Reports to</b>	Team Leader / Service Manager
<b>Location: Surrey Region</b>			

### Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

### Role/Team Overview

Working within an integrated healthcare framework to provide support to drug and alcohol users aged 18 and over, the Integrated Substance Misuse Service is designed to deliver a combination of clinical, Psychosocial Substance Misuse and Health and Wellbeing Interventions and Accredited Treatment Programmes for offenders coming into prison that are identified as having an alcohol or drug problem.

As a Peer Coordinator you will support the team and the prison to champion the integrated service and train service users to become peer supporters who deliver peer-led interventions and become peer supporters across all wings of the prison. You will also support and develop Health & Wellbeing Champions within the prisons. Their roles will be to motivate and encourage clients to start taking greater responsibility for their health and wellbeing whilst in custody, and they will discuss and share the issues which they are concerned about by signposting and supporting them to the relevant services within the prison, and with agreement from the prison deliver interventions to other peers.

The role is vital in improving the links between the integrated service and the service users within the prison.

This role will be based on site working as part of the wider substance misuse services team. The role will operate over multiple prisons which may include HMP Bronzefield, HMP Send and HMP Coldingley therefore travel will be required.

Flexibility will be required in this role and may include some evening/weekend shift working on rota basis and with reasonable notice.

### Accountabilities

#### Service Delivery

- Train service users to become Peer Supporters and to provide the support and supervision and guidance they require
- Train service users to become Health & Wellbeing Champions.

- To work in partnership with all staff in responding effectively to any incidents that take place involving clients
- To work in partnership with Service Managers in implementing an action plan for clients in need of support
- To work in partnership with all staff responsible for the clients receiving support and intervention
- To develop relationship with clients receiving support, aimed at achieving the goals defined in their individual action plan
- To maintain an accurate account of behaviour incidents and to use this information to inform the development of proactive intervention strategies / action plans for sustainable improvement of Substance Misuse Services
- Contribute as appropriate to programmes and projects in support of the services objectives
- To work in partnership with the team to secure/champion positive support and involvement by maintaining contact with clients receiving support / intervention
- To create and maintain effective, immediate intervention strategies for behaviour incidents
- To liaise with all relevant colleagues and clients
- To act as main contact for peer supporters in the prison unit,
- Work with the team within the appropriate regulatory framework to meet the needs of the Service
- Build and maintain knowledge of integrated services and make links with relevant prison departments to promote the services' objectives
- Ensuring the co-ordination and maintenance of relationships with clients and colleagues, identifying any shortfalls in service delivery and ensuring they are dealt with appropriately by senior colleagues

### **Performance Management**

- You will identify and pursue further opportunities to champion services to recruit, train and support Peer Supporters from within the service user population
- You will coordinate the provision of support and meet the needs of clients for the Services and monitoring outcomes and performance through regular and effective supervision with line management
- You will champion the utilisation of the services to ensure effective uptake and effective deployment of resources within the service
- You will work with senior colleagues to facilitate the delivery of peer support services
- You will build and maintain excellent internal relationships across the Services to achieve outputs in line with the service provided for clients
- You will support and co-ordinate to ensure that the necessary logistics for the peers are being delivered administratively
- You will work with substance misuse colleagues in the prison structure team to support events, promote awareness and coordinate the activities of the team
- To ensure the development and delivery of peer support services that promote emotional resilience and mental wellbeing using person centred practices in line with the service needs
- To maintain accurate administration of peer support services delivery and outcomes to meet client needs and relevant legislation
- To ensure quality standards are maintained in the delivery of the service

### **Administration**

- Ensure peer support documentation is maintained to the expected audit standards.

- Ensure data capture forms are submitted in a timely manner in order to reflect outcomes on NDTMS
- Complete and maintain assessment and other documents to the required standards.
- Provide reports on outcomes to the service

## Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
<b>E</b>	<b>Essential Criteria</b>
<b>D</b>	<b>Desirable Criteria</b>
Criteria Measure	
<b>A</b>	<b>Application</b>
<b>I</b>	<b>Interview</b>
<b>T</b>	<b>Test</b>

Knowledge, Skills and Experience		
Experience of working within a secure setting	D	A/I
Knowledge of the key issues relevant to field of substance misuse and /or criminal justice	D	A/I
Knowledge of recovery approaches and/or national substance misuse service agenda/frameworks	D	A/I
Relevant experience in the criminal justice sector	D	A/I
Experience of working within the substance misuse services	D	A/I
Ability to develop, coordinate and deliver the training on a peer support programme	E	A/I
Experience of delivering structured interventions to service users	E	A/I
Experience of facilitating groups	E	A
Previous experience of providing a peer support service to this or a similar client group	D	A
Knowledge of 12-step approaches and mutual aid within recovery	D	A
Good organisational and communication skills	E	A/I
A strong personality, including the ability to set and stick to professional boundaries	E	A/I
Understanding of, and commitment to, the principles of equal opportunity and client confidentiality	E	A/I
Ability to work effectively with key partners in order to successfully deliver projects	E	A/I
Experience of communicating with people from a range of backgrounds in a sensitive and supportive way	E	A/I
A commitment to the process of recovery from addiction and ability to work with a non-judgemental approach	E	A
Experience of providing training and support for peer support services to prisoners, or those with drug or alcohol problems	D	A/I

Personal experience of addiction/imprisonment (Addicts in recovery should have at least 3 years clean time. Ex-prisoners should have been released at least 5 years ago)	D	A
<b>Personal Attributes</b>		
<b>Proactivity</b> – Quick thinking with a high level use of initiative	E	I
<b>Resilience</b> – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	I
<b>Adaptability</b> – Can work in fast-paced changing environments	E	I
<b>Confidence</b> – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	I
<b>Team Work</b> – Works in harmony with colleagues to deliver results	E	A/I
<b>Open to Feedback</b> - Open to constructive feedback in order to further develop	E	I
<b>Qualification</b>		
A Level 3 Diploma in Health & Social Care or equivalent	E	A
A qualification in delivering training (PTTLS) or equivalent	D	A