



## Job Description and Person Specification

### South Glos Buddy Role

<p><b>Vacancy Type:</b> Part time, self-employed peer support, Buddy role</p>	<p><b>Reporting to:</b> Bluebell's South Glos Group leader and Bluebell Care Trust Peer Support Lead.</p>
<p><b>Hours of Work:</b> 10 hours per week, can be spread flexibly across the week, with a view to increasing hours after 6 months.</p>	<p><b>Rate of Pay:</b> An initial starting salary of £12 per hour for an average of 48 weeks per year.</p>

### Job Description:

#### Nature of the role:

To provide targeted, peer support, to parents experiencing perinatal mental illness in a group setting and 1:1 in the local community in the South Glos region, initially in the Yate area.

#### Key responsibilities:

Group setting:

- To support and co-facilitate sessions run by Bluebell in local children's centres where groups operate
- To remind participants to observe Ground Rules agreed at the beginning of the course, paying vigilance to the confidentiality agreement
- To support and encourage attendance by texting/phoning participants every week prior to group sessions
- To manage and supply refreshments according to budget supplied by Bluebell and to keep a record of expenditure to be submitted at the end of each month
- To help set up activity rooms as requested by group leader and leave them as found after each session
- To support session leader as need arises and to take action according to participants needs during sessions and to follow up as necessary after sessions
- To undertake that any issues arising from the group will be referred back to Bluebell in order that appropriate signposting/action can take place
- To participate in supervision meetings as required
- To take part in any relevant training that Bluebell deems necessary to carry out the role effectively

## 1:1 Buddy support

- To meet identified clients with perinatal mental illness, seeking peer support, and carry out an initial assessment using specified screening tools at the beginning and end of your contact with them
- To provide targeted support to referred service users e.g. meeting in a cafe/meeting at home/signposting to other agencies when needs are identified beyond own skillset, helping to implement tips and techniques to support mental well being
- To support parents to access a group provision which may mean meeting them and advising re. transport, introducing them to other parents and making sure they are aware of available local help.
- To support parents who are referred to the Buddy service outside of the group
- To observe Bluebell's Lone-Working Policy
- To keep up-to -date and accurate records of all meetings in a safe and confidential way
- To take an active role in the community, promoting awareness of all Bluebells' services by networking with health professionals/children's centres etc., and by distributing publicity materials
- To contact clients promptly (within a week) when they have expressed an interest in Bluebell's support.
- To attempt to contact clients up to a maximum of 3 times without response and to follow up by notifying referrer and sending a postcard explaining that attempts at contact have concluded.
- In addition to attending regular supervision and to attend management sessions when requested to discuss day to day role and responsibilities:

### **Training Description:**

#### **Training to be Provided:**

*The successful candidate will be required to undertake induction with existing Buddies from the Bluebell Care Trust .*

#### **Other training will include:**

- Safe-guarding of children and vulnerable adults including awareness of local safeguarding teams' roles and access protocols
- Listening Skills and Motivational Interviewing
- Understanding Perinatal Mental Illness
- Awareness of complex issues, such as Domestic Abuse, Self-Harm and other presentations of mental illness.
- Awareness of different health professionals' roles – GPs, HVs and Midwives
- Lone working training

## Person Specification:

<b><u>Skills</u></b>	Essential	Desirable
Excellent listener and communicator	x	
Literate and numerate	x	
Well-developed organisational skills	x	
Experience of working in a health/education setting		x
Confidence to liaise with health professionals	x	
Knowledge of local area and services	x	
Self-motivation	x	
The ability to work independently	x	
Excellent time management skills	x	
Ability to drive and access to a car	x	
<b><u>Personal Qualities</u></b>		
Lived experience of perinatal mental illness		x
A caring nature	x	
Understanding of MH generally	x	
Non-judgmental and open-minded	x	
Willingness to learn	x	
Reliable	x	
Dedicated and committed	x	
<b><u>Qualifications</u></b>		
English and Maths 'C 'at GCSE		x