**Fife Voluntary Action**

**Mental Health Peer Support Network Coordinator**

**Job Description**

Post Title: Peer Support Network Coordinator

Hours: 17hrs hours per week (2.5 days)

Salary: £25,000 pro rata , plus 7% non-contributory pension

Line Manager: Employability Development Manager/Delivering Differently Strategic Coordinator

Duration: This post is funded to March 2021

**Main Purpose of Post**

The successful applicant will be managed by Fife Voluntary Action and will report to a Steering Group with representation from: Fife Health & Social Care Partnership Mental Health Strategic Implementation Group (MH-SIG), Scottish Association for Mental Health (SAMH), Fife Employment Access Trust (FEAT) and Scottish Recovery Network (SRN) and Fife Voluntary Action:

The postholder’s focus will be to develop and grow a Fife Peer Support Network which will:

* contribute to the development of a shared understanding of the different types of peer support relevant to improving mental health outcomes;
* promote a shared definition and quality standards for formal peer support workers in mental health settings (including relevant training) for Fife
* promote quality standards for formal peer support worker management and supervision
* develop appropriate opportunities for formal peer support work (voluntary & paid) within statutory and third sector services in Fife, aligned with Fife’s mental health strategy.

**Main Duties**

1. Work with the Fife Peer Support Network Steering Group to agree priority actions and programme approach
2. Lead on the recruitment and promotion of a Fife Peer Support Network
3. Co-ordinate, facilitate and provide administration for regular Peer Support Network meetings
4. Work with partners to agree and promote shared definitions and quality standards for formal peer support work in Fife
5. Research and share evidence on good practice in embedding formal peer support in existing provision including appropriate quality standards for line management and supervision
6. Work with providers within statutory and third sector services across Fife to identify opportunities to embed formal peer support aligned with the priorities outlined in Fife’s mental health strategy
7. Organise and promote an ‘end of project’ conference to share findings and agree the next steps in growing peer support in Fife.
8. Participate in training as required.
9. Coordinate relevant data gathering for monitoring and reporting for our funders.
10. Any other duties relating to Growing Peer Support that may arise in the role.
11. To take personal responsibility for contributing to high quality standards in customer relations, service delivery and communications.

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This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the postholder at any time according to the needs of the organisation’s business.

There may be a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

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