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| **Job Title:**  | Peer Coach |
| **Location:** | Peterborough |
| **Hours:** | Flexible  |
| **Responsible to:** | Regional Project Manager |
| **Key working Relationships:**  | Regional Manager, Facilitators, Members, Families  |

**About the organisation:**

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disable and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

* Circles Equine
* Circles Community
* Circles Advocacy
* Circles Academy

We are dedicated and passionate individuals who are committed to delivering high-quality support and our values of inclusion are at the heart of everything we do.

**The Values of Inclusion**

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

* Everyone has a voice and the right to be heard.
* All people have dreams and aspirations.
* All people have capabilities and qualities.
* All people should have power and control over what they do now and in the future.
* The whole community can benefit from embracing diversity.
* All people should have the opportunity to lead ordinary and valued lives.
* All people have the right to live and be part of the community.
* All people need friendships and independent relationships, a natural support network.
* All means All.

**Summary:**

Circles Network are launching a peer support group, initially online. The group is aimed at 14–25-year-olds who have been identified by the local authority and the CCG as at risk, due to the issues arising from mental health struggles and the addition of disability and/or autism.

The peer coach will host the online support group and facilitate the weekly meetings. They will be involved in aspects of marketing the group and liaising with partners - and those organisations introducing members to the group. They will collate and present information in order to monitor and review the effectiveness of the group.

**Main duties and responsibilities:**

* To work alongside colleagues within Circles Network and other organisations to develop and launch the project.
* To research services and opportunities within the local area of Peterborough, Cambridgeshire and Fenland in order to assist in signposting young people to them if appropriate.
* To research and keep up to date with issues that may affect a young person struggling with their mental health.
* To work as part of a team to host the weekly meetings.
* To encourage members of the group to talk about how they are feeling and to manage responses of others.
* To have a good knowledge and understanding of safeguarding and to follow local policies and procedures, in order to report and process any concerns.
* To successfully complete all mandatory training and attend regular team and organisational meetings.
* To support the growth of Circles Network through formal and informal networking and informational sharing.
* To produce a formal report quarterly to capture and evidence the impact of the group.
* To support activity and events as required for other Circles Network projects.
* To carry out any other duties commensurate with the post as directed by the Project Manager and/or Chief Executive

**Person Specification:**

**Qualifications and Training:**

* Educated to GSCE Level or equivalent.
* Basic literacy and numeracy skills alongside an ability to use Microsoft Word and emails.

**Desired Experience:**

* Training and/or experience of Person-Centred planning.
* Training and/or experience in marketing or public relations.

**Personal Attributes:**

**Competence** - to have the ability to carry out your work efficiently and effectively.

* To be solutions focused, and able to support people to overcome the barriers they may face in day to day life.
* To be a patient and friendly person who enjoys working both independently and as part of a team.
* Some knowledge of the local area.
* A positive outlook and approach.

**Commitment** - to show dedication and attentiveness towards those you support and the wider organisation.

* Reliable with good time keeping.

**Care and Compassion** - to understand how other people may be feeling, showing concern/interest in their issues and lives.

* To be genuinely interested in people and in getting to know their interests and skills.
* Ability to show empathy and work with people from a variety of backgrounds.

**Communication** - to be able to successfully share ideas, feelings and information.

* The ability to actively listen to people
* The ability to communicate with a range of people.

**Creativity -** to use imagination and original ideas to support the development of your work.

* To have a skill in an activity or craft that could be shared with others eg gardening, snooker, scrapbooking or sewing.

**Intuition and Self Awareness -** to understand instinctively those you support and be aware of the impact you have on others.

**Authenticity and Integrity** – to be an honest and genuine person.

* A true belief in the values of inclusion and a passion to support people to uphold them.

**Connection** - to show connection in your relationships.

* Good networking skills - confident in speaking to new people.