

Role Profile:

Peer Mentor and Volunteer Coordinator

Recovery Team

(Advanced Recovery Practitioner)



WHAT I AM ACCOUNTABLE FOR:

- Ensuring the delivery of high quality, safe, peer mentoring and volunteer provision within LRP
- Promoting volunteering, and pro-social behaviour as an integral part of recovery
- Facilitating the LRP Educational Pathway
- Adhering to the Peer Mentor and Volunteer Policy for recruitment, training, management and supervision of peer mentors.
- Ensuring that peer-mentors and volunteers are competent to complete appropriate tasks.
- Ensuring that peer-mentor and volunteer activity is appropriately recorded in a timely manner.
- Providing excellent day-to-day management and development of the team of peer-mentors and Recovery Support Volunteers.
- Proactively developing the skills and qualities required for the individual goals of the peer mentors and volunteers.
- To manage relapses in line with the Peer Mentor and Volunteer Policy.
- Encouraging partnership working with external agencies.
- Promoting the Peer-Mentor and Volunteer programme, with internal and external stakeholders.

HOW I OPERATE:

Values Led Leadership

- I work together with others to get the best possible outcomes;
- I put the people we support at the heart of everything I do, treating them with respect and considering others.
- I maintain a high-level belief in the abilities of people we support and model a non-judgmental approach;
- I maintain professional boundaries and always present a professional image;
- I actively seek opportunities to develop myself;
- I take ownership and accountability for my actions and decisions.

WHAT I NEED:

Skills \ Knowledge

- An understanding of the basic principles of recovery
- Passion, energy, & enthusiasm for peer-support & mutual-aid
- Excellent communication skills
- Understanding of working with people with lived experience and volunteers
- Ability to work collaboratively with partners and stakeholders.
- Confidence in using IT systems
- A teaching qualification e.g. AET, PTLLS etc. (or be willing to gain such a qualification)

Job expectations



PEOPLE:

- Arrange and support in the recruitment, training, supervision and development of peer-mentors and volunteers.
- Support the peer-mentors and volunteers to achieve their personal goals through personal and professional development plans.
- Encourage a culture of life-long learning through training opportunities both inside and outside Lincolnshire Recovery Partnership.
- Develop the peer-mentor and volunteer team within the service.
- Coach and mentor team members to reach their potential.
- Encourage person-centred support and goal setting.
- Encourage progress through the volunteer pathway to paid employment.

PROCESS:

- Recruit in-line with safe practice.
- Deliver training for peer-mentors and volunteers to cover all aspects of the role and to ensure that the legal requirements of both are understood.
- Ensure regular supervision with peer-mentors and volunteers.
- Keep accurate records within the volunteer database.
- Support your Team Lead in developing the peer-mentor and volunteer service, using consultation with individuals accessing the programme
- Providing accurate information to support the completion of contract monitoring reports.