



Job Description:

Project Manager – Peer Support in Organisations

Salary: £12 per hour (pay award pending)

Hours: 30 hours per week.

Until 31.03.23 (any extension subject to funding)

Purpose of the job:

Mind Aberystwyth is looking to employ a Project Manager. This is to deliver a time limited project to work closely with partner agencies in the local area to embed peer support approaches in their organisations. This will entail supporting organisations to recruit peer allies in their organisation and providing training as appropriate.

This will include the provision of small and medium grants as seed funding for the groups and supporting Mind Aberystwyth's beneficiaries to co-produce their own groups.

Key responsibilities:

- Management of the project from start to finish in collaboration with CEO and Business development and Sustainability Manager.
- Evaluation of the project in conjunction with our partners and commissioners
- Extensive co-production of opportunities with our partners
- Delivery of training and development of sessions with organisations
- Plan, deliver and coordinate groups and events, liaising with communications and administration.
- Supporting and coordinating peer volunteers in your area of responsibility.
- Multi-agency working: Research and develop working relationships with statutory and third sector services, and other agencies.
- Administrative responsibilities: comprehensively and promptly completing all relevant paperwork and online records.
- Proactively managing the small and medium grants provision.
- Conducting risk assessments and implementing Health & Safety controls

- Taking a lead in an identified specialist area (e.g. benefits, wellbeing, training) and disseminating information to colleagues and keeping up to date with appropriate skills and knowledge.
- Maintaining strictest confidentiality and professional boundaries
- To work with safeguarding leads to protect service users and others

General duties

- Uphold and promote Mind Aberystwyth's values, policies and procedures.
- To be responsible for ensuring all activity does not compromise the name of Mind Aberystwyth, its legal liability, or its financial liability.
- Engage in learning and development to increase knowledge and skills.

This job description is indicative of the range of current duties and responsibilities of the post holder; however, it is not comprehensive. It is inevitable that duties will change to reflect the organisations continued development, and it is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met. These changes will be discussed with the post holder. Substantial changes could require a job evaluation re-assessment, which could affect job grade and contractual terms.

Person specification:

Essential Criteria:
Have a proven track record of managing small to medium size projects in the third sector.
Demonstratable experience and skill in delivering session content to groups of participants.
Experience of delivering training
Prepare reports and evaluations including billing information for the CEO, funders, and commissioners on area of work and attend meetings relevant to areas of work.
Ability to deliver and/or develop co-produced services that are beneficiary-led and have an understanding of the principles of co-production.
Possess excellent organisational skills and proven ability to prioritise and organise own work effectively unsupervised using your own initiative.
Good attention to detail and accurate record keeping with good literacy and numeracy skills. ICT competent, including previous experience of using a variety of Microsoft Office programmes, and is comfortable using Video Conferencing applications regularly (Zoom,

Teams etc).
Excellent interpersonal skills and the ability to liaise with people at all levels by telephone, face to face and in writing.
Calm under pressure, resilient, and can set and maintain personal and professional boundaries when responding to individuals experiencing distress.
Ability to engage with supervision, to reflect, and to raise issues/concerns to line manager.
Proven ability to work alone, and as part of a team.
Be creative and possess the ability and willingness to work pro-actively in flexible and non-conventional ways.
Willingness to work flexibly in an agile manner including at home and in the office when required, and potentially undertake daily travel throughout Ceredigion.
To be considered for the post applicants must have a full, clean driving licence, and regular use of a vehicle during working hours for which you will be expected to provide evidence of having in-date insurance, including business cover, MOT (if applicable) and tax.
Willingness to engage in a programme of Continuing Professional Development.
The ability to communicate through the medium of Welsh or willingness to learn Welsh.

Desirable criteria
Knowledge of peer support and experience working with community groups
Direct or indirect experience of mental distress.
Awareness of confidentiality, safeguarding, and risk management.

Qualifications		
GCSE grades A-C in English language, Maths and Sciences.	Essential	
A-Level / BTEC or equivalent qualification.		Desirable
Degree or be working towards a degree in health, social care, education, youth and community work or		Desirable

equivalent subject.		
Qualification in Project Management		Desirable
GCSE Welsh language or equivalent		Desirable
Adult and/or CYP Safeguarding Level 2		Desirable
Training qualification relevant to post		Desirable

Salary

The successful applicant(s) will be offered a salary of £23,400 (full time equivalent). This is an hourly rate of £12.00 per hour. Pay award pending.

Hours

Mind Aberystwyth are seeking an employee to work 30 hours per week. We will consider employing individuals on a part time or job share basis.

Contract

Successful applicants will be appointed on a temporary basis until 31.03.23 in the first instance. Any extension is subject to funding. Subject to two satisfactory references and a 6 month probation period.

Annual Leave

Mind Aberystwyth has a generous annual leave allowance of 30 days plus Bank Holidays for a full-time equivalent staff member. This will be pro-rata if part time.

Location

All staff are working partly from home, in the office and out in the community, you may be expected to be prepared to work flexible hours and to travel throughout Ceredigion.

Disclosure and barring service check (DBS)

This position will require the successful candidate to undergo an Enhanced DBS check and sign-up to the Update Service, as you will be delivering services to vulnerable adults and/or young people.