

Link Up Women’s Support Centre aims to provide a safe and caring environment in the community where women can meet with each other, share experiences, try new things, develop new skills, build confidence and gain support to live a hopeful and satisfying life even in the continuing presence of illness. Link Up adopts a community development co-production approach.

**Project Worker**

**RESPONSIBLE TO:** Centre Manager

**LOCATION:** St Margaret’s House, 151 London Road, EH7 6AE

**HOURS:** 12 hours per week

**SALARY:** £25,350 pro rata (£13 p/hr)

**PROBATIONARY PERIOD:** 6 months

**TO APPLY FOR THE POST:** Please complete our application form and equal opportunities monitoring form and either post them to our address or email them to [info@link-upsupport.co.uk](mailto:info@link-upsupport.co.uk)

**The deadline for applications is Thursday 6th June, 12 noon. Interviews will be held on Friday 14th June 2019.**

**FURTHER INFORMATION:** If you would like further information or to have an informal discussion about the post, then please contact Sharon Kelly, Centre Manager on 0131 661 9292.

**Role Purpose**

The Project Worker is part of a small team responsible for the delivery and facilitation of peer support group work within the Centre.

**Main Duties**

1. Take a lead role in the delivery and facilitation of peer support groups and ‘drop-ins’ which run on a weekly basis, including evenings and Saturdays.
2. Take a lead in the development and delivery of group programmes which are co-produced with members at Link Up and reflect their concerns, needs and interests with an emphasis on mental and physical wellbeing.
3. Engage with members in order to build relationships, trust, confidence, self-esteem and a sense of wellbeing and community.
4. Offer a flexible, calm and person-centred approach and provide one to one support at times of crisis or distress.
5. Where members require additional support, signpost members to and liaise with external agencies and services as required.
6. Ensure the monitoring and evaluation of services delivered through a range of approaches including written evaluation, photo diaries, case studies, attendance records and informal feedback.
7. Undertake assessments of newly referred members.
8. Fully participate in the development of new initiatives and projects.
9. Support and develop volunteer roles including peer support roles as opportunities arise.
10. Represent and promote Link Up at relevant meetings, conferences and events.
11. Carry out other duties from time to time which may be reasonably required of the post holder, relevant to the main purpose of the post.

**Person Specification**

***Essential***

* Ability to run a weekday group, an evening group and to work on Saturdays. Also, to provide holiday cover.
* An understanding of the importance of women only services.
* Experience of working in a support role within a mental health service.
* Sound knowledge and understanding of the needs of individuals who have mental health issues who may have experienced sexual, physical or emotional abuse.
* Sound knowledge and understanding of the needs of individuals who have concurrent mental health and physical health issues.
* Experience in providing a range of holistic services to support members to develop healthy lifestyles and coping strategies.
* Experience in providing person-centred support services together with a non-judgemental approach.
* Ability to engage with people in order to build relationships, trust, confidence, self-esteem and a sense of wellbeing and community.
* Great empathic listening skills.
* Ability to reflect on practice and be open to personal and professional development.
* Understanding of boundaries and ability to work safely with women.
* Maintain accurate, objective and professional records.
* An understanding of confidentiality and data protection issues.
* Excellent planning and organisational skills.
* Ability to work both as part of a team and on own as required.
* Personable with a “can-do” attitude.
* Reliability, punctuality, honesty and professional integrity.

**Desirable**

* Ability to work with and support volunteers.

**Personal and Professional Responsibilities**

* Participate fully in supervision and appraisal systems and use these opportunities for professional development.
* Participate as a member of the staff team and the wider organisation.
* Ensure adherence to registration requirements, health and safety regulations and organisational policies regarding safe practices.
* Maintain/update/add to skills and knowledge by attending development days, team meetings and training courses.

**General Terms of Reference**

Staff are entitled to 35 days combined annual leave and public holidays, based on a full-time contract of 37.5 hours.