

**JOB DESCRIPTION**

POST: Peer Volunteer Development Worker

GEOGRAPHICAL REMIT: Lothian

LOCATION: Argyle House, Edinburgh and  
Old Stables, Musselburgh

HOURS: 15 hours per week (FT week is 36.25 hours)

SALARY SCALE: AP4 (point 27 – 30)

SALARY: £24,657 per annum FTE, £ 10,203 pro rata

LINE MANAGER: Collective Advocacy Manager

**PROJECTS**

- The Peer Forum
- CAPS/LEARN Volunteering

This post has two elements. Firstly to recruit and support volunteers to contribute to CAPS experience led mental health projects, including CAPS LEARN Programme. (The LEARN programme provides free experience led training to those who live and work in Lothian.)

Secondly, to facilitate and develop the Peer Forum. The Peer Forum is a collective advocacy group which offers a protected space for people who work and volunteer in a peer way in Edinburgh to talk about what is important to them with a view to bringing about change. The Peer Forum is part of the Thrive Peer Community. The Peer Community is facilitated by a partnership between Health in Mind and CAPS, as part of Thrive Edinburgh, to strengthen Peer Practice in Edinburgh.

**KEY OBJECTIVES**

- Recruit and provide day to day support for volunteers with experience of a variety of mental health issues;
- Recruit volunteers to contribute to the work of CAPS/ LEARN;
- Deliver CAPS Introduction to volunteering workshop and provide induction training to all new volunteers;

- Identify training and support needs of volunteers;
- Drawing on your own lived experience of mental health provide support to volunteers on an individual and group basis;
- Coordinate volunteer input into training courses;
- Support volunteers to deliver training courses when required;
- Using IT, gather information, produce reports, create promotional material, write short articles, minutes, and correspondence;
- Recruit, develop and coordinate a team of volunteers to attend and promote volunteering in Independent Advocacy and peer working/volunteering at the CAPS stall at the Mental Health information station at Walpole Hall. You will be expected as part of this role to attend the information station (to support volunteers) at Palmerston Place, Edinburgh. This takes place every Thursday.

Facilitate and develop the Peer Forum:

- Organise and facilitate Peer Forum meetings and correspond with the Peer Forum members;
- Be led by the group and represent the expressed views and interests of the Peer Forum;
- Attend Peer Community Steering Group Meetings and feedback information to Peer Forum members as appropriate;
- Help the Peer Forum group get as much information as they can to make informed choices and understand their rights.

## **TASKS:**

- Advertise and promote volunteering with CAPS;
- Meet all potential volunteers and introduce and promote volunteer opportunities within collective advocacy;
- Recruit volunteers to contribute to the work of CAPS/ LEARN;
- Deliver CAPS Introduction to volunteering workshop and provide induction training to all new volunteers;
- Draw on personal lived experience to support a team of volunteers to attend and promote volunteering, peer working and Independent Advocacy at the CAPS stall at the Mental Health Information Station Attend the information station (to support volunteers) at Walpole Hall, Palmerston Place, Edinburgh. This takes place every Thursday;
- Work with the collective advocacy manager to identify and address training needs of volunteers;

- Draw on personal lived experience of mental health to connect with groups and individuals who have lived experience of using mental health services in Lothian to promote volunteering with CAPS & Peer Working /volunteering;
- Consult with Collective Advocacy Development Workers, Collective Advocacy manager and volunteers to create roles for volunteers and to prepare task descriptions for /with volunteers;
- Prepare and distribute publicity about Peer Working and Volunteering with CAPS with the assistance of CAPS Communications Manager;
- Organise and facilitate meetings of the Peer Forum steering groups;
- Help the Peer Forum group get as much information as they can to make informed choices and understand their rights;
- Use a variety of methods to help the group members to share and discuss their issues;
- Attend Peer Community Steering Group Meetings/Planning meetings and feedback information to Peer Forum members as appropriate;
- Research and collate information from other similar pieces of work;
- Use IT to prepare reports, promotional material, and to gather information, and use databases to manage communication within and out with the project, adhering to GDPR procedures;
- Work with the Collective Advocacy team to assist volunteers to prepare and deliver experience led training;
- Represent the expressed views and interests of people who use mental health services & peer working roles;
- Connect with external agencies working with equalities groups;
- Report on agreed targets: recording, monitoring, reviewing and evaluating the work done;
- Ensure all your work behaviours display an anti-racism approach and challenge any prejudice and discrimination shown to people with protected characteristics.

## **CONTACTS**

- people who use mental health services and people who use other advocacy services in Lothian;
- university and college health related education providers;
- mental health service providers;

- staff from NHS Lothian & Thrive Edinburgh;
- staff from other advocacy organisations;
- other CAPS staff, volunteers, Management Committee members and students on placement with the organization;
- Staff at volunteer centres across the Lothians;
- Peer Community – (People working/volunteering in a peer way or an interest in peer working in Edinburgh, staff at Health-in Mind and Thrive Edinburgh.)

#### General tasks

- work independently, prioritise workload and meet deadlines;
- work alongside other Collective Advocacy staff as required as part of the CAPS staff team;
- have a commitment to and ensure the practical application of CAPS' policies and procedures;
- be aware of boundaries in all the relationships established in carrying out this work;
- ensure that your actions and work behaviours meet the standards set by CAPS;
- any other duties deemed relevant to the post.

### **MANAGEMENT**

You will be line managed by the Collective Advocacy Manager through regular supervision sessions. You will be ultimately accountable to CAPS Management Committee and will be expected to report to them when required. You will also take part in team meetings with other CAPS' staff.

### **LOCATION**

This post is based in CAPS' office in Argyle House, Edinburgh and in Musselburgh, East Lothian. However, you will be expected to travel throughout Lothian and occasionally outside the area. In work travel expenses will be reimbursed.

### **FUNDING**

This post is funded by Edinburgh Health and Social Care Partnership under the Thrive Mental Health and Wellbeing programme.

### **EMPLOYER**

Your employer will be CAPS' Management Committee.

## **TRAINING**

You will be expected to participate in training and personal development as identified through supervision with your line manager. You may also ask for particular pieces of training. It may not be possible to approve a particular piece of training if we do not have the resources.

You may have to undertake some evening and weekend work, which will be accommodated into the contractual hours wherever possible.

## **ABOUT CAPS**

CAPS is an Independent Advocacy Organisation which provides Individual Advocacy to people from East Lothian and Midlothian who have mental health issues or are using drugs and alcohol. We also provide advocacy for children and young people going through the Children's Hearings process, in these areas.

We provide Collective advocacy to groups of people across Lothian with mental health issues so they can come together and voice their experiences in order to bring about change for others or improvements in services.

The main purpose of CAPS' work is therefore to assist people, through advocacy, as individuals or as members of a group, to set their own agenda, make their wishes known and to have a say in how they live and what services they use. Visit our website for more details

[www.capsadvocacy.org](http://www.capsadvocacy.org)

We are set up so that the organisation and its staff are as free as possible from any conflicts of interest. We are independent from the people who fund us and those who provide other services to the people we work with. CAPS is a member of the Scottish Independent Advocacy Alliance (SIAA) and we adhere to the Principles and Standards of Independent Advocacy. CAPS was established in 1991.

## **MISCELLANEOUS**

For the good of CAPS, all staff have a duty to be flexible enough in their working practice to support the work of other functions within the organisation.

This post will be subject to membership of the Protecting Vulnerable Groups Scheme (PVG Scheme) and appropriate check.

CAPS is a Scottish Charitable Incorporated Organisation.  
Scottish Charity number SC021772