

RECRUITMENT PACK

PEER SUPPORT WORKER

KAIROS WOMEN+

TABLE OF CONTENTS

01
The Role at a Glance

02
About Kairos Women+

05
What does the role involve?

08
What are we looking for?

09
Benefits of working with us

10
How to apply

THE ROLE AT A GLANCE

Peer Support Worker (14 hours)

We are looking for someone with lived experience of a disability, long-term health condition, or mental health condition, to provide peer support to women+ in a group and one-to-one sessions.

Salary: £24,000 pro rata (£10,500 actual salary)
Working days: Wednesday & Friday 9.30-5pm
Location: Based in Paisley
Contract: Fixed term until 30th September 2029

A typical week might include:

- Co-facilitating a mental health peer support group
- Meeting disabled women+ and women+ with long-term conditions for one-to-one mentoring meetings
- Meeting women+ impacted by racism one-to-one for advocacy and signposting

Benefits include:

- 4 Day Week
- 37 days annual leave (pro rata)
- Flexible working
- Counselling allowance
- Health plan
- Training provided

ABOUT KAIROS WOMEN+

Kairos Women+ was established in 2021 as a Scottish Charitable Incorporated Organisation (SCIO) for the benefit of women and non-binary people in Scotland

VALUES

Collaborative, Inclusive, Supportive and Kind

MISSION

Women+ supporting women+ to reach their potential

VISION

A Scotland where all women and non-binary people are supported to reach their potential

CHARITABLE AIMS

1. Promoting equality and diversity for the public benefit

2. The advancement of women and non-binary people's citizenship or community development

3. The relief of women and non-binary people in need by reason of age, ill-health, disability, financial hardship or other disadvantage

WHAT DO WE DO

We offer **facilitated groups** such as personal development programmes, creative skills workshops, training and development opportunities, a supported volunteer programme, peer support groups, project planning groups as well as social spaces. This is complimented by our *Making Change* opportunities including **influencing** the representation of women+ in history via Fierce Women+ or **campaigning** for change with the Changemakers We also offer emotional and practical **one-to-one support** to women+ experiencing tough times. Take a look at our What's On page on our website for a full programme of activity.

OUR APPROACH

Kairos Women+ is a **community-led organisation** designed for women+ (including trans women and non-binary people). We believe in the power of **collaborative decision-making**, bringing women+ together to **influence our community.**

We value the **strengths** and **lived experience** of each woman+ we meet, recognising the influence they have in their own lives and the lives of others, and we actively reach out to women+ experiencing tough times to ensure they are included and involved. We also host events designed for the whole community.

"Kairos has made me part of a meaningful group.... 'movement' is too strong but I'd like to think it might be. A wonderful and challenging assembly full of the talent which is here in our wide community. A life affirming experience."



What does the role involve?

Job Details

Job Title: Peer Support Worker
Salary: £24,000 pro rata (approx. £10,500 for part time)
Hours: 14-hours per week
Responsible to: Project Manager

Contract type: Fixed Term until 30th September 2029
Area covered by the post: Renfrewshire
Based at: Kairos Women+, Unit 56-60 Embroidery Mill, Abbey Mill Business Centre, Paisley, PA11TJ

Special conditions:

- Occasional evening and weekend work
- Under Schedule 9 of the Equality Act this peer support role requires someone with lived experience of a disability, a long-term health condition, or a mental health condition

Other information:

An offer of employment will be conditional on completion of satisfactory references and a Protecting Vulnerable Groups (PVG) check. Please note that having a criminal record will not automatically exclude you from working with the organisation.

Job Description

We are looking for a compassionate and skilled **Peer Support Worker** to help women+ build connections, access support and achieve their goals.

The role will involve **co-facilitating our weekly mental health peer support group** (running in 8-session blocks) with our Project Worker. Topics include: Sleep, Rest and Recovery, Managing Stress and Overwhelm, and Telling People What I Need. The post-holder will work with the same cohort of women+ in **mentoring sessions** (3-4 per woman+) to explore their goals and aspirations. Training will be provided.

Lastly, the role will involve working with women+ impacted by the rise in racism in **one-to-one sessions**: listening, signposting and making referrals to specialist services. This could include support reporting hate crime or logging complaints, accessing housing, writing support letters to elected representatives or increasing access to healthcare. The work will involve **connecting with key partners** to ensure women+ receive the best support.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list, and it is recognised that jobs change and evolve over time. Post holders will be required to carry out other duties to the equivalent level that are necessary to fulfil the job.

Key Responsibilities

DELIVERY & DEVELOPMENT

- To **offer support to women+** in several ways, which may typically include one-to-one, group work, activity sessions, for example. This list is not exhaustive, merely indicative.
- To **co-facilitate and support** our **mental health peer support group.**
- To **mentor disabled women+ and women+ with long-term conditions** over 3-4 one-to-one sessions.
- To **support women+ impacted by racism** in one-to-one sessions (listening, signposting, referring).
- To offer **Welcome Meetings** to new women+.
- To **develop your own knowledge**, experience and skills in relation to the specific areas you are involved in supporting.
- To promote **equality, diversity and inclusion** across all areas of Kairos Women+.
- To **work in collaboration with women+** at Kairos to ensure their voice is heard within the community.
- To **promote** Kairos Women+ as a **valuable resource** for women experiencing challenges in their lives.
- To attend **reflection, staff meetings and training opportunities** to support your role.

OTHER RESPONSIBILITIES

- To follow good practice **policies and procedures.**
- To **monitor groups and activities** as appropriate.
- To update **relevant data systems** regularly.

WHAT ARE WE LOOKING FOR?

Person Specification

ESSENTIAL

- This role requires skills, experience or qualifications at SCQF Level 6. You do not need to have qualifications to apply for this role.

Experience of:

- 1-year in a relevant role (as a volunteer or staff member)
- Working with people with vulnerabilities. For example, mental ill health, domestic/sexual abuse, drug/alcohol dependency
- Working as part of a team
- Personal lived experience of a disability, long-term health condition, or mental health condition is an essential requirement of this peer-support role. This requirement is applied in accordance with Schedule 9 of the Equality Act 2010, as lived experience is integral to providing effective peer support to women+

Skills, Knowledge and Abilities:

- Ability to form positive relationships with women+ from all walks of life
- A good standard of numeracy, literacy and IT skills
- Knowledge and understanding of, and commitment to, equality of opportunity, anti-discriminatory practices and inclusion

Attributes and values:

- A good communicator and warm, friendly presentation style
- A commitment to working flexibly and creatively in response to challenges and changes
- The ability to work within the organisational values of kindness, support, collaboration and inclusion

DESIRABLE

- Experience of working with people in groups
- Experience of working with people one-to-one
- Basic knowledge of child and adult protection issues

BENEFITS OF WORKING WITH US

As a member of the Kairos Women+ team, you will be joining a group of passionate, committed people who are all striving to make the world a better place.

Some additional benefits include:

- **4 Day Work Week** for an improved work life balance. This means the same salary, for less hours. Our full-time roles are 32-hours per week. Find out more
- **Flexible Working** to suit your life. For example, your shifts can be adjusted to work around other commitments such as school pick up or health appointments (dependent on delivery commitments)
- **NEST Pension Scheme** with 4% employer contribution
- Generous **holiday allowance** at 37 days per calendar year (FTE), inclusive of public holidays
- **Annual Health Plan** for money back on dental, optical and other health treatments after probationary period
- Regular **one-to-one Reflection** with your manager
- Paid **training** and **development opportunities**
- **Counselling Benefit** of £360 to spend on private counselling each year
- **Living Wage Employer**

WE STRONGLY ENCOURAGE APPLICATIONS FROM PEOPLE OF COLOUR

KAIROS WOMEN+

HOW TO APPLY

1. **Read through the application pack** before completing your application.
2. When completing your application, **link your answers directly to the person specification** (this is how we score your application).
3. **Complete the online form** by the deadline of **Wednesday 9th December** (any time). Download it here. There is also a Word Document available to see the questions at a glance.
4. If shortlisted, you will be invited to an **interview** in person on Monday 14th December. Travel expenses will be reimbursed and questions will be shared the day before the interview. We are committed to making our recruitment process accessible so please ask if you need adjustments.
5. The **outcome of the interview** will be shared by Friday 18th December.
6. If successful, we will complete **pre-employment checks** (PVG, references) with the provisional start date of Wednesday 27th January.

If you have any questions about the process please get in touch via email: katy@kairoswomen.org or call 0141 378 5078



RECRUITMENT PACK

KAIROS WOMEN+ is a registered Scottish Charitable Incorporated Organisation (SCIO).
SCOTTISH CHARITY NO. SC050926

Unit 56-60 Embroidery Mill, Abbey Mill Business Centre, Paisley, PA1 1TJ

www.kairoswomen.org
info@kairoswomen.org

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