Job Description: Breastfeeding Peer Supporter (Portsmouth)

# Background of post

The Breastfeeding Network is commissioned to provide breastfeeding peer support services in Portsmouth. This role involves working closely with health and voluntary sector partners to ensure breastfeeding support and information is available to people across the city. This will include supporting the development and delivery of breastfeeding groups, organising and attending community engagement events and being a key point of contact within local communities for families, professionals and other groups to improve access to breastfeeding support and information.

# Main duties

The Breastfeeding Peer Supporter (Portsmouth) will report to the BfN Portsmouth Service Manager and liaise with other key roles in the city and throughout the wider charity. There will be a need for collaboration and partnership working with Home Start, The Parenting Network and colleagues across Health Visiting and Maternity. They will be required to offer breastfeeding peer support in person at groups and events, ensuring accurate records are kept and completing required monitoring and evaluation. A key part of this role is to be link person for families and other professionals as part of the wider BfN Portsmouth team to:

* Promote the breastfeeding groups and distribute relevant leaflets/posters in the local area.
* Actively seek to make contact with people from underserved communities to better understand needs and demand and work with the wider team to increase access to support and information
* Focus on working with families and communities that do not normally access BfN services
* Work with the Service Manager, Volunteer Coordinator and Administrator to liaise with other local community groups, venues and services to ensure they are aware of the offer from BfN
* Supporting volunteers in Portsmouth to cover the breastfeeding support groups and providing cover where necessary
* Increase public awareness of the breastfeeding support available
* Refer mothers with complex or medical breastfeeding problems to relevant health professionals according to local pathways,
* Work as an effective team member with other peer supporters and volunteers and take part in regular team meetings.
* Provide absence and holiday cover for other peer supporters and volunteers.
* Offer home visits to families where this has been assessed as an appropriate response to need
* Develop and maintain good working relationships with other peer support organisations, peer support volunteers, health professionals and other third sector partners.
* Participate effectively in meetings with partners as required.
* Undertake further training as advised by the Service Manager.
* Assist with the organisation of special events to promote breastfeeding awareness, e.g. National Breastfeeding Awareness Week.

# Compliance with Policies and Procedures

* Keep accurate and up to date records in line with BfN Information Governance policy and BfN Code of Conduct.
* Provide the required data in order to enable evaluation of the service in accordance with BfN’s IG Policy and local processes.
* Become a registered BfN Volunteer if not already registered.
* Work within BfN’s Code of Conduct and Staff Handbook.
* Seek supervision from a BfN Supervisor in accordance with BfN’s Code of Conduct and Guidance Documents.
* Maintain up to date knowledge of BfN’s policies.
* Participate in regular 1 to 1 meetings (including annual performance reviews if relevant) with the Service Manager.

# Personal

* Maintain BfN Registration as a Peer Supporter or Helper.

# Equality and Diversity

* Understand and implement the BfN Equality and Diversity Policy.
* Work in a way that supports inclusion and values diversity. This responsibility includes actions in relation to service users, volunteers, work colleagues, people in other organisations and members of the public.
* Consider ways to remove barriers to accessing support.

# Health and Safety

* Follow standard Health and Safety Guidelines.
* Undertake a proactive role in the management of risks in compliance with the Health and Safety at Work Act 1973 and subsequent legislation.
* Take care of your own personal safety and that of others.

*This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably requested.*

Person Specification:

**Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the criteria on your application form.**

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| **Qualifications** | **Essential** | **Desirable** |
| Registered / willing to transfer in as a Breastfeeding Helper or Supporter with The Breastfeeding Network (BfN)and have had at least minimum supervision required to retain registration from your named supervisor since qualification. |  |  |
| Completed recognised breastfeeding peer support training. |  |  |
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| Show evidence of continued professional development and ongoing learning. |  |  |
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| Experience of working/volunteering as a peer supporter offering breastfeeding support to parents. |  |  |
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| Advanced breastfeeding training or willing to undertake the next BfN Level 3 ‘Supporter’ training course |  |  |

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| **Experience and Knowledge** | **Essential** | **Desirable** |
| Experience of working with BfN (or other organisation) offering breastfeeding peer support. |  |  |
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| Experience of working with diverse ethnic and social groups |  |  |
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| Knowledge of BfN, it’s ethos, policies and procedures |  |  |
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| An awareness and understanding of supporting equality and valuing diversity and inclusion |  |  |
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| Knowledge of the local Portsmouth area |  |  |

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| **Skills and Abilities** | **Essential** | **Desirable** |
| Ability to write and speak fluently in English |  |  |
| Ability to provide information and support to parents in a non-judgemental fashion. |  |  |
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| Ability to organise and manage work independently |  |  |
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| Excellent interpersonal and communication skills |  |  |
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| Ability to work with people from different cultures and backgrounds sensitively |  |  |
| Ability to keep the confidentiality of parents and their families. |  |  |
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| IT skills, including Word, Excel, email and internet use. |  |  |
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| Ability to travel between locations in the local area to attend groups and meetings within Portsmouth |  |  |
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| A space at home to work with reliable, secure internet access. |  |  |
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| Ability to maintain records and write reports. |  |  |
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| Ability to provide an effective ‘hands off’ approach when helping parents with positioning and attachment. |  |  |
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| Familiarity with different social media platforms and their use to assist with promoting groups. |  |  |