Job Description:

Fife Peer Support Coordinator

# Background of post

With funding from the Fife Community Mental health and Wellbeing Fund, we are recruiting a Peer Coordinator to look after our small cohort of Breastfeeding Peer Supporters and oversee the running of three breastfeeding groups in Fife.

The aim of the project is to support families who choose to breastfeed to initiate and continue breastfeeding alongside support for their mental health and wellbeing during the transition to parenthood. Breastfeeding groups have been found to help many families talk about their experiences and feelings while also providing a safe environment to meet other parents, babies and toddlers.

This project will support new parents to feel less isolated and better able to seek support in relation to feeding their baby and to empower them to increase their knowledge and confidence about parenting and infant feeding.

The Fife Peer Support Coordinator will be responsible for running three breastfeeding groups in Fife working with a team of volunteer Peer Supporters. They will also work with the Scottish Peer Support Services Manager to ensure that BfN support in Fife achieves the targets set out by funding agreements.

They will be responsible for coordinating a volunteer rota for the groups alongside managing appropriate data collection and evaluation of the impact of the service.

Data collection and producing evaluation reports in relation to the project will be the responsibility of the Peer Support Coordinator working with others.

# Main duties

* Work with and support volunteers to run three breastfeeding groups in the Fife area (Cowdenbeath, Dunfermline and Methil) and support other events as required. This will involve attending the Cowdenbeath and Dunfermline groups most weeks alongside volunteers and ideally also being able to attend the Methil group if a volunteer is not available one week.
* Support volunteers and manage rotas for each of the groups to ensure appropriate support is available at each group on a weekly basis
* Liaising with BfN SPPS Manager to support ongoing development and implementation of processes for data collection, evaluation and reporting.
* Liaising and cooperating with Health Visiting and Midwifery teams across the locality.
* Empower volunteers to support emotional wellbeing and confidence building during a families’ transition to parenthood and to be able to signpost to other organisations as required
* Be the main link with local Health Visitors looking for information in relation to the group
* Ensure regular use of social media such as Facebook, Instagram and Twitter, to promote the service and share information
* Update the Fife LinkTree detailing all available support and other relevant information as required
* To organise, monitor and keep track of the work of the accredited volunteer peer supporters and those in training, across the Fife area
* Being a point of contact for volunteers if any issues arise with attending groups and sharing this information with health professionals and other volunteers to obtain cover as required
* Assisting the BfN supervisor to support volunteers to remain badged and active in their role.
* Ordering and delivering resources (leaflets, books, dolls, contact forms, books etc.) to drop-ins as required.
* To support the SPPS Manager and others by producing data reports on volunteer activity etc. as required for reporting purposes
* Keep accurate and up to date records in line with BfN Information Governance policy and BfN Code of Conduct

To work within the BfN’s Code of Conduct

* Assist with organisation of community activities as required

**Leadership**

* Support volunteers to be involved in the project and part of the team
* Support volunteers to ensure appropriate referral and signposting of women with more complex breastfeeding issues.
* Participate effectively in meetings with health professionals where necessary.
* Communicate key practical breastfeeding messages in a clear, persuasive and empathetic manner.
* Develop partnerships by engaging and communicating with other organisations and community members, some of whom may have barriers to understanding health messages.

**Project Management**

* Process volunteer expenses
* Work closely with other organisations in the Fife to ensure a joined up approach to peer support locally

**Analysis and data management**

* Support the SPSS Manager and Administrator in developing data collection processes and carrying out data collection and evaluation by collecting appropriate data from all volunteers and breastfeeding support venues
* Provide data to BfN in a timely manner as required
* Keeping an accurate database of contact details, training and activities of all volunteers
* Developing and evaluating feedback from service users
* Support the SPPS Manager in presenting reports to local stakeholders and in attending occasional meetings
* Assess the effectiveness of the project using a range of qualitative and quantitative data from a variety of sources that may conflict.

**Equality and Diversity**

* Ensure compliance with BfN policies on Equality and Diversity.
* To carry out your duties in a way that supports equality and values diversity. This responsibility includes your actions in relation to service users, volunteers, work colleagues, people in other organisations and members of the public.

**Health & Safety**

* Follow standard Health and Safety guidelines
* Ensure activities take Health and Safety guidelines into consideration
* In compliance with the Health and Safety at Work Act 1974 and subsequent legislation the post holder is required to undertake a proactive role in the management of risks in all their actions including:
* Undertaking risk assessments in line with the BfN risk assessment

Process with support from the SPPS manager

Reporting all incidents, near misses and hazards in line with the BfN Significant Event reporting system.

* Undertaking a statutory duty of care for your own personal safety and

that of others.

* Attending all BfN mandatory and any other health and safety training as required and ensure BfN volunteers in the specified area, meet these requirements.

**Freedom to Act**

The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed rather than supervised and results and outcomes are assessed at agreed intervals.

The post holder must:

* Work independently to deliver activities and actions within defined strategies

Plan own work objectives in line with BfN objectives using initiative and acting independently.

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** |
| Current Breastfeeding Helper or Supporter Registration with BfN or be registered with another recognised organisation (e.g. NCT/ABM) or have relevant experience and be willing to register with BfN e.g. Health Visitor, Midwife, IBCLC  Be educated to Higher level or equivalent |  |  |
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| **Experience and Knowledge** | **Essential** | **Desirable** |
| Experience of supporting mothers face to face with breastfeeding  Experience of working in a health or community setting in paid or volunteer capacity  Experience of coordinating a group of volunteers  Understanding of the importance of community development and engagement  Experience of working with diverse ethnic and social groups  Knowledge of BfN, its ethos, policies and procedures  Knowledge of how breastfeeding can help address inequalities  An awareness and understanding of supporting equality and valuing diversity within the role  Knowledge of the cultural and social barriers to breastfeeding  Experience organising and hosting events both virtually or face to face  Knowledge of Fife and surrounding area |                  |    |
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| **Skills and Abilities** | **Essential** | **Desirable** |
| Excellent organisational skills including prioritisation and time management skills  Ability to work effectively as part of a team  Ability to motivate and support volunteers as part of a team  Experience of multi-agency partnership working  Excellent interpersonal skills, including sensitivity to different perspectives, diplomacy and negotiating skills  Ability to maintain records and write reports  Ability to build and maintain an accurate database  IT skills (Word, Excel, email, office 365 and internet)  Experience managing social media accounts such as Facebook and Instagram  Experience creating engaging social media content  A space to work at home with reliable, secure internet access  ‘Can-do’ attitude and evidence of delivering results  Holds a driving licence and is willing to travel frequently in the local area |                      |    |
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