Staff Vacancies

South London and Maudsley NHS
NHS Foundation Trust

Job Description

Job Details

Job Title:	Peer lead Recovery Project Manager
Grade:	Band 6
Hours:	37.5
Department:	Community Opportunities Service
Location:	Outreach sites across Lewisham Borough
Reports to:	Vocational Development Manager
Responsible for:	Service User Consultants and Volunteers
Prof Accountable To:	Vocational Development Manager

Job Purpose:

1) To manage the implementation of a programme of Peer Recovery Initiatives including peer information sessions on the wards and in community settings
2) To recruit, train, and support teams of people who have experience of using mental health services to run peer-led groups, focussing on information and mutual support
3) To increase understanding within Mental Health Services about best-practice in relation to peer support and recovery
4) To support the development of new peer-led initiatives as appropriate

Communications and Working Relationships:

Communication & Relationships
1) To develop and service a steering group to oversee the development of peer led recovery activities within Lewisham Adult Mental Health Services
2) To develop and disseminate information about peer information and associated peer led activities within and externally to SLaM
3) To develop and maintain effective working relationships with key staff within mental health services eg Inpatient staff, COS Team Leaders, CMHT Team Leaders.
4) To promote new ways of working to develop peer-led initiatives, fostering good relationships between SLaM staff and voluntary organisations
5) To be responsible for the planning and delivery of formal presentations to other Trust staff and outside agencies about the work of the Peer Storytelling Project & other peer-led activities
6) To publicise and promote the project locally to a variety of stakeholders including statutory and voluntary organisations, service users and volunteers.
7) To be responsible for ensuring that written information about the Peer Storytelling Project & other peer-led activities is up to date and available to all stakeholders
8) To participate in relevant Trust-wide activities around peer led activities, patient information or recovery

Facts and Figures:

The Trust and LBL Social Care and Health
South London and Maudsley NHS Foundation Trust provides a full range of mental health services to the people of Lambeth, Southwark, Lewisham and Croydon as well as national specialist services. It has circa 4,800 staff.
Lewisham Services
South London and Maudsley NHS Trust provides a comprehensive service for the 250,000 people of Lewisham in close collaboration with the London Borough of Lewisham and other partnership organisations. The Trust spends Â£15 million on direct services in Lewisham and LBL Social Care and Health, Â£5.6 million.

Key Responsibilities:

1) Human Resource Management: a) To ensure the recruitment, training, support & supervision of teams of volunteers who will deliver peer information activities. b) To ensure the recruitment, training, support & supervision of service user consultants paid through the involvement register c) To provide advice and guidance to staff in Lewisham Adult Mental Health Services around good practice in relation to peer led activities

2) Communication & Relationships a) To develop and service a steering group to oversee the development of peer led recovery activities within Lewisham Adult Mental Health Services b) To develop and disseminate information about peer information and associated peer led activities within and externally to SLaM c) To develop and maintain effective working relationships with key staff within mental health services eg Inpatient staff, COS Team Leaders, CMHT Team Leaders. d) To promote new ways of working to develop peer-led initiatives, fostering good relationships between SLaM staff and voluntary organisations e) To be responsible for the planning and delivery of formal presentations to other Trust staff and outside agencies about the work of the Peer Storytelling Project & other peer-led activities f) To publicise and promote the project locally to a variety of stakeholders including statutory and voluntary organisations, service users and volunteers. g) To be responsible for ensuring that written information about the Peer Storytelling Project & other peer-led activities is up to date and available to all stakeholders h) To participate in relevant Trust-wide activities around peer led activities, patient information or recovery

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4) Financial and Physical Resources a) To manage the Peer Storytelling / Information budget, producing regular financial reports and taking responsibility for financial monitoring requirements for funding bodies. b) To act as a signatory for invoices c) To explore the financial sustainability of the project within the mental health services, actively researching available funding opportunities for the continuation of the Peer Storytelling Project and submitting applications where appropriate d) To support service user consultants to access payments through the involvement register, and volunteers to access expenses payments

5) Planning and Organisation a) To develop and oversee a strategic plan for the development of the peer storytelling & information project and other peer led activities b) To devise workplans for the different strands of the work to ensure that plans are worked to, revisited and revised where appropriate c) To ensure that milestones and targets relating to the funding are met, and that activities are appropriately evaluated and reviewed d) To act as the key point of contact with funding bodies e) To contribute to the development of trust wide or borough wide strategies as appropriate f) To lead on the organisation of events or activities to promote peer information & storytelling, and other peer led recovery activities

6) Information Resources a) To be responsible for the development and maintenance of all information collection systems relating to peer storytelling & information activities b) To produce written reports for a variety of stakeholders. c) Maintain appropriate, up-to-date, written and electronic records and activity data in accordance with Professional and Trust standards

7) Service Development and delivery a) To lead on the strategic development of peer led information and recovery activities, including the development of a business plan to take the initiative forward after the period of allocated funding b) To undertake needs assessment in terms of identifying barriers to engaging in peer led activities c) To promote the benefits of peer led activities to staff and service users d) To contribute to the planning and implementation of policy and service development in relation to Lewisham Adult Mental Health Services as a whole

8) Clinical Governance and Quality Standards a) To contribute to the Trusts & Directorates Clinical Governance activities and be involved in setting the quality agenda, in particular with relation recovery.

9) Research and practice development a) To keep up to date with current and emerging good practice and

to maintain written portfolio of learning and development outcomes. b) To review, reflect and change own practice through use of supervision, appraisal and development opportunities. c) To broaden research and development skills through participation in local audit and research projects

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Person Specification
Verified at interview **(I)**, by application form **(A)** or by a test **(T)**

Essential
1 EDUCATION, QUALIFICATIONS & TRAINING
Degree in health-related subject or professional qualification eg. RMN, OT, etc.'
(A)

2 EXPERIENCE & KNOWLEDGE
Personal experience of being a user of mental health services would be a distinct advantage (A/I)
Extensive experience of developing and co-ordinating services (A/I)
Experience of managing complex projects involving partnerships between statutory and voluntary sectors (A/I)
Highly developed specialist knowledge in relation to recovery orientated practice (A/I)
Highly developed specialist knowledge about peer support, peer led activities and volunteering gained through experience of working in the health or social care sector (A/I)
Knowledge of theory behind developing / delivering training (A)
Experience of working strategically to improve the quality of services (A/I)
Demonstrable experience of managing significant budgets, being identified budget holder and managing contracts with external providers (A)
Knowledge of funding sources and contractual arrangements within Health, Social Care and the voluntary sector (A)
Highly developed specialist knowledge of service user engagement and involvement.
Experience of working with mental health service users and an understanding of the issues related to their involvement. (A/I)
Experience of leading on the planning, delivery and evaluation of training programmes (A)
Knowledge of monitoring / evaluation, & needs assessment methodology (A/I)
Experience of supporting and supervising volunteers (A)

3 SKILLS AND ABILITIES
Excellent interpersonal skills, particularly with respect to negotiating with a wide range of agencies, cultures and organisations (A/I)
The ability to support and motivate people who use services in their recovery
The ability to act as a lead specialist on good practice around peer support and recovery within the Lewisham Adult Mental Health Service, offering appropriate support and guidance at an individual and strategic level (A/I)
The ability to develop and implement good practice around peer support & recovery within the mental health trust, including policy development. (A)
The ability to communicate complex information effectively to a wide range of audiences, including mental health professionals at all levels, service users, volunteers, voluntary organisations. (A/I)
The ability to devise and deliver presentations and training sessions to a wide range of stakeholders in a variety of group settings including large groups. (I)
The ability to motivate and influence change. (A/I)
The ability to produce complex written reports for a wide range of stakeholders, compiling and collating information from different sources. (A)
Proven ability in devising, revisiting and adjusting workplans to organise a broad range of complex activities. (A/I)
The ability to prioritise workloads and to manage workload without supervision, and under pressure (A/I)
Demonstrates ability to work on own initiative with a preference for working with a high degree of autonomy. Recognition of own strengths and limitations, seeking advice when appropriate. (A/I)
A self-starter, able to meet deadlines and manage time effectively. (A/I)
Genuine commitment to principles and practice of equal opportunity, fair access and user empowerment. (I)

Good IT skills, including the ability to develop and maintain information systems to record participation in all activities in the programme. The ability to use IT to record and present data, to produce reports, newsletters and publicity (A)
The ability to monitor, evaluate and critically review the effectiveness of a wide range of activities and the initiative as a whole, using a number of different evaluation tools. (A/I)
Ability to identify potential funding sources and to make detailed funding applications (A)

Desirable

Training qualification (A)
Project Management qualification (A)

Other Information:

Confidentiality
Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

Equal Opportunities
Promote the concepts of equality of opportunity and managing diversity Trust wide.

Health and Safety
Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

Infection Prevention and Control
Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

Professional standards and performance review
Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

Service/Department standards
Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

Finance
All Trust staff will comply with the financial processes and procedures.

Safeguarding Children
Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

Code of Conduct
The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

SUMMARY
This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the post holder.