

Mental Health Peer Hub Facilitator - up to 12 months fixed term/ secondment opportunity due to funding, with possibility of extension

Salary: Band: 8, £35,253 - £37,937 p.a.

37 hours per week, full-time. Flexible working hours will be required, including some evenings and weekends.

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk', and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

What is the role?

This is a new role playing an integral part of an exciting new project and will be based at Southsea Community Cinema and Art Centre.

As part of a strategic initiative to enhance mental health peer support services in Portsmouth, this role focuses on facilitating and coordinating community-based activities. The aims of the project are to develop strong partnership working with VCSE organisations to build effective peer support across Portsmouth, strengthening mental health activities and support aimed at promoting independence and empowerment.

This role enables individuals to take part in activities and support which empowers and promotes independence, having a voice in how the resource time and space is designed and used. You will use your communication and organisational skills to foster a trauma-informed and strengths-based approach that meet the projects objectives. The Peer Hub Facilitator will play a vital role in ensuring the success and sustainability of the project, aligning it with the local authorities and community needs.

The role will also foster mental health peer support across themes of Social Inclusion, Mental and Physical wellbeing, Healthy Living, and Skills and Knowledge sharing. In addition you will facilitate the creation of a strong, sustainable peer community that supports mental health across Portsmouth.

Other key responsibilities will include:

Planning and coordinating daily activities and events:

- Forward plan and coordinate daily activities and events, ensuring they align with the programme's aims and trauma-informed principles.
- Ensure activities are co-produced with service users to foster ownership and relevance, empowering individuals to take the lead when appropriate
- Facilitate group sessions and workshops, providing support and guidance to participants.

- Linking with other events and groups in the City to ensure available resources are utilised to their maximum extent and to their fullest potential.
- Monitor attendance and participation, ensuring activities are accessible and inclusive.

Coordination and Networking:

- Collaborate with VCSE groups to develop and deliver a diverse range of trauma-informed, peer-led mental health support activities.
- Work closely with the Mental Health Hub and other local mental health providers to ensure a holistic approach to service delivery.
- Build and maintain a network of relationships with community leaders, stakeholders, and partner organisations.
- Identify opportunities to expand community-based mental health services.
- Provide guidance and signposting to individuals on accessing other help and support both from statutory agencies and VCSE organisations.

Participation and Community Engagement:

- Facilitate co-production by ensuring people with lived experience are central to planning and decision-making.
- Establish activities and groups in a way that promotes active engagement and participation by the individuals most in need of support.
- Implement strategies to engage socially excluded groups, or those that struggle to seek help and support.
- Encourage participation in activities that foster social inclusion, promote well-being, and build confidence.

Operational Oversight:

- Ensure adherence to Health and Safety requirements and safeguarding policies for all programme activities.
- Implement trauma-informed supervision practices to support staff wellbeing and prevent burnout.
- Oversee any financial allocations, ensuring all resources are properly recorded and accounted for.
- Work with volunteers to develop policies, training, and practices that enhance programme delivery.
- Ensure activities and engagement are risk assessed and mitigations put in place, ensuring there is a process for recording and reporting incidents and areas of concern.

- Undertake recording and reporting of outcomes and achievement on a minimum quarterly basis to evidence impact and effect of the peer support.

Day-to-Day Operations

- Oversee the daily activities within the available space and resources, ensuring it is a welcoming and safe environment for all participants.
- Ensure the non-traditional setting for mental health peer support encourages more people to seek support in an environment that feels different from traditional clinical and authority settings.
- Manage the scheduling and use of the space for various activities, including 1:1 meetings, peer support groups, and community events.
- Ensure the space is clean and tidy, including advising the relevant people when repairs and/or improvements are required, or of any safety concerns.
- Provide direct support to participants, helping them navigate available services and resources.
- Foster a supportive community atmosphere, encouraging peer connections and mutual support.
- Address any immediate concerns or issues that arise during daily operations, ensuring a responsive and empathetic approach.

Line Management

- Provide line management to a peer worker, offering regular supervision, support, and development opportunities.
- Ensure the peer worker is well-supported in their role, fostering a trauma-informed and strengths-based approach in their interactions with participants.
- Facilitate group peer supervision sessions to promote shared learning and support among attendees.

Promote Hope and Recovery

- Use personal experiences to promote hope and recovery, supporting others who are overcoming mental health challenges.
- Actively engage in co-produced surveys at 3 months and 6 months post-service use to assess the impact on participants' mental health journeys.
- Work individually and in groups to help people feel in control of their lives, choices, and unique recovery process in line with their recovery plan.
- Champion recovery and prevention, avoiding or reducing the need for individuals to access more statutory service or clinical settings.

Team Collaboration

- Be a key member of a small, newly developing team of peer support workers.
- Collaborate with the Mental Health Hub to track and promote the use of peer support services, using current data as a baseline.

Collaborate to develop and deliver an innovative, evidence-based group programme aimed at supporting the emotional wellbeing of residents. This programme will address a wide range of emotional needs, including those related to trauma, stress, and other mental health challenges, fostering a supportive and nurturing environment for all participants.

In return we will offer the opportunity to make a tangible difference in the lives of individuals and communities. In addition, a collaborative and supportive work environment with access to ongoing learning and professional development, including training in trauma-informed care and co-production methodologies.

Who is the person?

You need to:

1. Have an understanding, knowledge and empathy of the challenges faced by individuals with mental health needs and a commitment to supporting their inclusion in the community.
2. Have strong presentation, planning and reporting skills and the ability to manage multiple priorities.
3. Be open to new ideas and innovative approaches to service delivery, with the ability to think creatively when planning the support needed.
4. Have excellent interpersonal, written, and verbal communication skills. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
5. Have lived experience of using mental health services and an excellent understanding of the impact and importance of lived experience in mental health services.
6. Have experience in facilitating co-produced initiatives and working within a trauma-informed framework.
7. Have experience of planning, marketing and coordinating events and creating and facilitating group sessions/workshops.
8. Be comfortable facilitating partnerships and working with diverse groups, including grassroots organisations and community leaders.
9. Be passionate about rights-based, strengths-focused approaches and co-production with people with lived experience.
10. Be self-motivated with the ability to work independently and as part of a team.



11. Have strong organisational skills with an attention to detail and the ability to work to deadlines.
12. Be able to converse at ease with service users and professionally with stakeholders.
13. Have a knowledge of health and social care.
14. Have line Management experience
15. Be physically fit with the ability to climb stairs as you will be working in a period building with no lifts.
16. Understand the principles of client confidentiality and data protection.

Additional information:

If applying as a secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your application form.

How to apply: Please see attached documents at the bottom of the Job page and ensure you fully read and follow the guidance so you fully demonstrate how you meet the points on the job profile.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me



when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.