**Peer Support/Admin Worker**



JOB DESCRIPTION

**Job Title:** Peer Support/Admin Worker (part time)

**Reports to:** B3 Service Manager

**Responsible for:** B3/BSAFE Service

**Grade /Salary:** £22,000 pro rata (including London Weighting)

**Hours:** Up to 30 hours per week

**Role Purpose**

• To provide wide ranging administrative support to the Service Manager and Peer

Support Workers.

• Work professionally, flexibly and creatively, promoting a culture of positive change and outcomes.

• Work collaboratively with colleagues and partner services.

• Co-facilitation of B3 services.

• Understand issues of social exclusion, diversity, offending and substance use.

• Adhere to policies relating to safeguarding and governance.

• To communicate B3’s vision and help deliver its mission.

• To improve access to appropriate services for clients with substance misuse issues.

• To assist in the delivery of an integrated service through the provision of training and supervision.

• To manage the day-to-day administration for the project in relation to Health & Safety.

**Benefits Information**

**We have offered some flexibility in your contract hours as many applicants are claimants of benefits. We have given you the most up to-date information, however, the responsibility is yours to work out what best suits your situation.**

If you work less than 16 hours a week, you may be able to claim Income Support or

Jobseeker's Allowance. However, if you have a partner who lives with you and works 24

hours a week or more, you will not be able to claim these benefits. Your partner may be able to claim Working Tax Credit instead. For more info https:/[/www.turn2us.org.uk/Benefit-](http://www.turn2us.org.uk/Benefit-) guides/Working-hours-benefits-rules/Which-benefits-are-affected-by-hours-worked

If you are getting Employment and Support Allowance and other benefits because of an illness or disability you may be able to do some types of work within certain limits. This is called 'permitted work'.

The idea of permitted work is that it allows you to test your own capacity for doing some work and perhaps gain new skills. To help make this possible earnings under permitted work

are ignored in the benefit calculation, up to a limit of £115.50. For more info https://

[www.entitledto.co.uk/help/Permitted-Work-Rules](http://www.entitledto.co.uk/help/Permitted-Work-Rules)

**Applications close end of business on Monday 18th February 2019.**

**Interviews will be held during the week of 25th February 2019.**

KEY DUTIES AND RESPONSIBILITIES

1. To undertake administrative duties, as required by the Service Manager, e.g., minute taking, office diary co-ordination, dealing with routine correspondence associated with the running of the B3 service.

2. To develop and maintain record keeping systems, as required by Service Manager, for the B3/BSAFE service.

3. In absence of Service Manager, to ensure that basic general correspondence and telephone calls are dealt with in an appropriate manner.

4. To be responsible for the collation of all information relating to services and service users to enable the provision of regular data activity and outcome reports to the management and the Board of Trustees as required showing service standards are achieved.

5. To liaise with partnership services and local agencies, as required by the Service

Manager.

6. To co-ordinate the BSAFE weekend service.

7. To supervise volunteers.

8. To maintain the B3’s policies and procedures.

9. To attend supervision and team meetings so as to fulfil your role as an effective member of the team.

10. Carry out any reasonable and lawful duties and responsibilities as required by the

Manager.

INFORMATION AND GENERAL RESPONSIBILITIES

**Confidentiality**

• Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

**Data Protection Act**

• To comply with the requirements of the Data Protection Act.

**Conflict of Duties**

• All applicants to any post within B3 are required to declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with B3. Failure to do so may result in an application being rejected or dismissal after appointment.

**Equal Opportunities and Diversity**

• To ensure that all service users, their partners, colleagues both in B3 and other partner organisations are treated as individuals within B3’s Diversity and Equality framework

**Health and Safety**

• You are required to comply at all times with the requirements of the Health and Safety regulations and B3’sHealth and Safety Policy and Procedures.

• You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.

PERSON SPECIFICATION

**Job Title: Peer Support/Admin Worker (part time)**

**Essential Desirable**

**Qualifications and training**

• OCN/NVQ Level 3 in Health and Social Care or equivalent

**Skills and abilities**

• Excellent written and verbal communication skills

• Proficient IT skills in Windows Office (Excel, Word, PowerPoint)

• Proven ability to collate data, manage database packages and produce statistical reports

• Ability to act under own initiative

• Ability to prioritise and manage own workload

• Ability to work effectively as a team player in a collaborative and supportive manner

• Knowledge and understanding of issues affecting drug and alcohol misusers

• Knowledge of work based Health and Safety issues

• Experience in design and delivering training

• Knowledge of Apple software

• Capability to manage the service’s website

• Knowledge of harm minimisation and relapse prevention in drug treatment

**Experience/**

**knowledge**

• Demonstrable experience of working in an office environment

• Experience of working for a voluntary organisation

**Personal effectiveness**

• Confident

• Organised, with excellent planning and time management skills.

• Good analytical skills

• Ability to work under pressure

• Results driven

**Circumstances** • Commitment to support B3’s values and mission

• Operational flexibility

**Diversity** • Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability and sexual orientation