



Job Description

121 Mentor for women dealing with mental health issues

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies

Hours: 8 hours per week over 40 weeks on a self-employed basis

Salary: £18.00 per hour

Base: Kyra Women's Project - York

Responsible to: CEO

Accountable to: Chair of Trustees

Closing Date: Friday 24th May 2019 12 noon

Interviews: to be held on the 30th May 2019 pm. Anyone unable to attend this date should not apply

The Kyra Women's Project is the only independent charity in York which is dedicated to women's self-development. It is run by women for women. The Project brings together women who are isolated, emotionally vulnerable, or who are looking for help to improve their wellbeing.

Purpose of Post

To work with the team to offer 1-1 support to anyone accessing Kyra services embedding a recovery orientated approach to all aspects of the role and responsibilities. The Recovery approach includes empathy, warmth, acceptance, authenticity, compassion and humanity. Peer Support is based on the recognition that there is no better person to support the path towards recovery than someone who has walked the same path as that person and can share experience.

Job Summary

We are seeking an enthusiastic, experienced and qualified professional to work alongside our team of volunteers. You will provide high quality, one to one support for our members struggling with mental health.

We are looking for a positive person to join our team. You need to be a team player and love to work with other people. You will be responsible for submitting detailed reporting to the funder. The project is funded by the TEWV.

You will be educated to degree level or equivalent in mental health. You will have recent experience of carrying a significant case load.

Main Responsibilities

- To establish a supportive and respectful relationship with members.
- To consider each person as an individual.
- To work with and empower members
- To provide peer support and practical assistance to members in order for them to regain and maintain control over their lives.
- To engage with members and to show empathy, share experience, inspire hope and promote recovery.
- To focus on the day to day support needs of members, encourage self-managed care and assessment of their own needs.
- To support individuals to identify their own achievable and realistic goals and agree objectives to aid recovery.
- To use personal experience to introduce a range of recovery tools, techniques and interventions.
- Develop coping, self-help and self-management techniques within the peer relationship.

- Support members to identify and overcome fears and within a positive relationship challenge negative self-talk using solution focussed techniques.
- Support members to access community groups that enable members to participate in local community activities and maintain their independence
- Accompany members to appointments/meetings if appropriate
- Act as a positive role model to members.
- Work in a way that acknowledges the personal, social, cultural and spiritual strengths and needs of the individual.
- To respond to requests for advice, support and information at Kyra
- To involve members in every aspect of the service
- To provide Peer Support to clients in Kyra Womens Project
- To maintain up to date knowledge of local opportunities for members to access
- At all times to carry out every aspect of your duties to the highest standard with due regard to Kyra policies and procedures including the Equalities statement.
- Undertake other duties as may be reasonably determined by the CEO
- To maintain confidentiality
- To maintain appropriate records and keep these secure, in line with Kyra's data protection obligations
- Prepare accurate and detailed reports for funders

Organisational responsibilities

1. Contribute to the continued development and sustainability of Kyra
2. Attend and contribute to regular review sessions, producing progress reports promptly and submit detailed report to funders.
3. Attend and contribute to regular feedback and briefings with the CEO, including timesheets, reviews and other documentation as necessary
4. Undertake any training deemed necessary
5. Maintain confidentiality over personal information relating to individuals
6. Participate in team meetings and training
7. Participate in performance review and discuss development needs to improve performance
8. Make a positive contribution to Kyra and be willing to function as a member of a small team and proactively assist in the development of the charity
9. Act as ambassador for Kyra, protecting and promoting its good name and reputation at all times
10. Be aware of and work within all the policies, procedures and guidance issued by Kyra women's project
11. Undertake such other duties as may be determined from time to time.
12. To be reliable and honest

To apply please send your CV with a covering letter clearly demonstrating how you meet the criteria of the job role. The name and contact details of two referees, before noon Friday 24th May 2019, via email to Yvonne@kyra.org.uk or post to Yvonne Copley Kyra Women's Project The CMC St Saviourgate – York YO1 8NQ

Personal Specification – Mentor for women living with mental health issues

		Description	Essential	Desirable
Experience	1	To hold a recognised qualification in mental health	✓	
	2	Experience of working with women living with mental health issues	✓	
	3	Experience of working as part of a team	✓	
	4	Experience of writing detailed, accurate reports and feedback	✓	
Skills and Knowledge	5	Possess a flexible and innovative approach to the work	✓	
	6	Experience of working to and meeting deadlines	✓	
	7	Good interpersonal and communication skills, able to communicate effectively with people	✓	
	8	Ability to work on own initiative and solve day to day problems, as well as contributing to a small team	✓	
	9	Friendly and approachable manner	✓	
	10	Self-motivated and enthusiastic	✓	
	11	Maintain boundaries and be vigilant in protecting individuals	✓	
	12	An understanding of the role of the third sector in providing learning, skills and employability training.		✓
	13	To provide a safe and supportive environment for women in Kyra	✓	
Other	14	Hold a current DBS	✓	
	15	Ability to demonstrate a good level of general education, including Maths and English to at least Level 2 (GCSE A*-C)		✓
	16	Understanding of and commitment to equality and diversity	✓	