



mind in Salford



Recruitment Pack



About Us



Charity Status

Mind in Salford is an independent charity with our own board of trustees and financial income. We are proud to have achieved the Mind Quality Mark, accredited by the charity commission.

We are a company limited by guarantee: Registered Charity Number 1156625

Our team

Mind in Salford employs over 40 individuals and gains much needed support from local volunteers. We work closely with our board of Trustees, currently with 6 members.

Our team is passionate about bringing expertise, lived experience of mental health, compassion, respect and creativity to the organisation. We work across our city through a variety of services, led by our wonderful service leads and senior management team. The work that we do is underpinned by our core values, to help us make a positive difference to the wellbeing and mental health of local people.

Our History

Since 1972, Mind in Salford has been providing mental health and wellbeing support to the local community, working to reduce mental health stigma. Our team and services have grown over the years to support more people in our local area. Throughout this we have been committed to social justice and challenging the stigma and discrimination to defend the human and civil rights of people with mental health issues.

Mind Federation

Mind in Salford is an independent charity and we are very proud to be affiliated with the Mind federation. This includes around 120 local Mind associations, as well as Mind retail. We work closely with other local Mind associations throughout Greater Manchester and campaign with those further afield to fight for better mental health nationally.

“It is a really fulfilling place to work. It’s rewarding and I feel like my skills and personality are really valued.”





Mission Vision Values

Mission

Our mission is to use fierce compassion, diverse expertise and a person centred approach, to campaign and provide radically caring, impactful services that make a positive difference to the well-being and mental health of the local people.

Vision

Our vision is to make a positive difference to the wellbeing and mental health of local people and to have a society that is compassionately supportive and respectful.

We value...

Lived Experience

Your strengths and lived experience shape and impact our work to support and fight for better mental health.

Respect

We recognise intersectionality and value our differences – we strive for equity for all.

We are...

Community Focused

Our community is at the heart of everything we do – we listen and respond with supportive expertise.

Compassionate

We are motivated by compassion and provide support without judgement to help you improve your resilience and self-care.



Why Join Our Team?



We strive to meet the mental health needs of our team. Staff members are granted an additional 3 hours per month as well-being time. You are free to take this anytime. All we ask is that you notify your line manager in advance. Your work will be centred on our core values and our 5 year strategic plan (find out more on our website under mission, vision and values).

Flexible Working

We operate a hybrid working policy. Office based roles can be split with working from home. We ask for two days minimum in the office per week. Depending on the requirements of your role, you will spend time in the local community at a range of different venues.

Our full-time hours are 37.5 hours per week. You are open to requests for compressed hours and working needs. You will be provided with the equipment needed to work virtually.

Leave

We offer generous holiday entitlement which includes 27 days holiday plus 8 days statutory days and 3 days additional over the Christmas period (pro rata). Further, an extra day annual leave for birthday. We offer paid compassionate leave to help you manage unexpected life events.

Wellbeing Benefits

Staff members are granted an additional 3 hours per month as well-being time. You are free to take this anytime. Our social secretaries organise regular well-being activities to help with staff connectedness. We like to visit local places in Salford, such as the RHS Bridgewater Gardens for foraging and walks. Another example includes mindfulness sessions led by our wonderful freelance facilitators. We listen to the activities you would benefit from.



Financial Benefits



We offer the opportunity for staff to save for their retirement through an optional workplace pension scheme. Under this scheme your salary is subject to a monthly deduction of 5% and the organisation will contribute 5% to the scheme.

Once part of our team, you'll be eligible for the sick pay scheme. Organisation sick pay will be calculated based on your normal hours of work.

Learning and Development



You will receive supervision sessions every 4-6 weeks where there will be protected time to discuss the development in your role.

We are dedicated to the wellbeing of our staff team and aim to provide a supportive and healthy environment to work.

Joining our team will automatically enrol you on to our online learning management system with access to over 5,000 courses to nurture your continued professional development.



Job Description

Job Title	Peer Support Worker Referral & Assessment Hub
Hours	37.5 hours per week
Salary	Band 3 - £24,071 per annum pro rata (£19, 250 actual)
Contract	1 year fixed term (possible extension)
Location	Cromwell House as hub (M30 OGT) and other community venues
Reporting to	Lived Experience Manager
DBS Check Level	Enhanced

About Living Well

Living Well is a joint service run by Greater Manchester Mental Health Trust and VCSE partners in Salford. We are dedicated to providing comprehensive and compassionate support for individuals facing mental health and substance use challenges. We believe in the power of peer support and are looking for a passionate and empathetic individual to join our team as a Co-occurring Conditions Peer Support Worker.

Background Information:

The referral and assessment hub is a new and exciting addition to mental health support. The new service will run from January 2025 and will be the front door into mental health services in Salford. The aim of the service is to provide a same day response to community referrals, ensuring they are managed in a transparent way and people get appropriate care and treatment in the right place at the right time. The RAH will operate Monday to Friday 9am – 5pm.

Key Duties:

- Providing structured peer support to people coming into the assessment unit to ensure that their needs are met and the journey and the process is explained and fully facilitated.
- Making phone calls to users of the service from shared spaces.
- Participating in Multi-Disciplinary Team meetings.
- Supporting and informing people throughout the community assessment process.
- Working alongside fellow professionals in 2:1 interventions
- Supporting people with their first appointment if needed.
- Utilising IT systems to record outcomes and share information
- Recording sessions in the agreed format and in line with Referral & Assessment Hub protocols.

- Attending individual case reviews and individual / group supervision, consistently reflecting and enhancing skills/knowledge
- Reporting any concerns about service participants immediately to the Lived Experience Manager or Referral & Assessment Hub Manager.
- Contributing to the overall development of the Referral & Assessment Hub.
- Cooperating with Lived Experience Manager and Referral & Assessment Hub Manager, to work safely, to comply with health and safety instructions and information.
- Adhering to the Referral & Assessment hub policies, procedures, protocols and guidelines at all times, in particular the Confidentiality and Information Sharing Policy.
- Working within agreed professional boundaries at all times, recognising the limits and uniqueness of a peer support role.
- Taking responsibility for updating personal knowledge and skills in order to meet the demands of the post, attending training and other professional development opportunities.
- Carrying out any other reasonable tasks related to the Referral & Assessment Hub as required.

Key Tasks:

- To work as part of and alongside the Referral & Assessment Hub Team to ensure peer mentoring is offered and delivered as an integral element of the service user journey.
- To plan, facilitate and report one-to-one peer mentoring sessions with allocated service users throughout their assessment and journey.

Mandatory Role Description Information

- Safeguarding Children and the Protection of Vulnerable Adults – All Referral & Assessment Hub employees / volunteers are required to adhere to the principles of effective and safe safeguarding of children and vulnerable adults.

- Infection Control - Infection prevention and control is the responsibility of all Referral & Assessment Hub staff. All staff have a responsibility to protect service users, visitors and each other by consistently observing infection prevention and control guidelines and best practice guidance.

Person Specification

	Essential	Desirable
	-To have lived/living experience of mental health difficulties.	-Have experience of secondary mental health services.
	-To have recovered sufficiently on your journey with mental health issues, to able to support others with similar problems and embrace the demands of the work.	-A basic understanding of safeguarding vulnerable adults and children.
	-To be able to use your experience to support service users whilst holding boundaries.	-A basic understanding of confidentiality and information sharing legislation.
	-Respect and compassion for others, their right to choose and to be treated with dignity.	-A basic understanding of professional boundaries.

	Essential	Desirable
	-Good communication and teamwork skills.	-Experience of representing the service user voice in different forums.
	-Be willing to undertake a DBS check.	-A basic understanding of professional boundaries.
	·Be open to change and development as the service evolves.	-Experience of representing the service user voice in different forums.
	-Good communication and teamwork skills.	
	-Ability to work independently and as part of a multidisciplinary team.	
	-Capacity to travel around Salford to meet the needs of the service.	

Values

- To contribute to and uphold the values and ethos of a person-centred culture.
- Work within a needs-based approach

If you would like to discuss this or any aspect of the role further, please contact Pam Smith (Lived experience manager) via pam@mindinsalford.org.uk or phone 0161 710 1070).

To apply, please download and complete the Application form and return this to admin@mindinsalford.org.uk

Closing date: Tuesday 18th March 2025 at 5pm.

**Mind in Salford
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