



HM Prison & Probation Service

PS Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Peer Mentor Coordinator

Document Ref.	PS JES 0134 Peer Mentor Coordinator v1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	30 September 2024
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Peer Mentor Coordinator
Directorate	Probation Service
Band	3

Overview of the job	<p>To manage and maintain systems to provide a comprehensive Peer Mentoring service in the local area.</p> <p>The role is regionally based and reports to the regional Engaging People on Probation (EPOP) manager. The postholder will manage and supervise up to 15 volunteer peer mentors, with responsibility for recruiting and coordinating peer mentors in Probation.</p> <p>The postholder does not require a probation qualification but will need a keen understanding of risk and other operational issues.</p> <p>The postholder will desirably have lived experience of the criminal justice system.</p>
Summary	<p>The Peer Mentor Coordinator will ensure a Peer Mentoring service in their local area.</p> <p>Liaising with Commissioned Rehabilitative Service Providers to identify opportunities for Peer Mentor involvement and employment. Promoting the Going Forward into Employment scheme across the region and with Peer Mentors.</p> <p>Supporting the regional Engaging People on Probation (EPOP) Plan, including, maximising opportunities to capture People on Probation (PoP) insights.</p> <p>The role will need to liaise with the EPOP Contract Supplier as required. Working flexibly across operational sites as required.</p> <p>The role will be required to keep abreast of development in services, legislation and practice relevant to Peer-Led Work, Engaging People on Probation and broader Service User Engagement. Ensuring high standards of safeguarding and risk management are adhered to and implementation of Probation Service policies.</p> <p>Contribute to maintaining safe systems of work and a safe environment.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Recruitment, assessment and training of new Peer Mentors across the region. • Ongoing management and supervision of Peer Mentors, including wellbeing support, coaching and development work to improve Peer Mentor skills and capability.

- Supporting the establishment of a Development and Progression Pathway for all Peer Mentors.
- Working with Peer Mentors and colleagues to develop, review and harmonise the Peer Mentoring arrangements across the region, implementing 'Peer-Led Work: Conditions of Success'.
- Delivery of Peer Mentor-led activities in a variety of group based settings to include where appropriate (list not exhaustive):
 - Probation offices
 - Approved Premises
 - Community Payback inductions and group sessions
 - External providers of women's services
- Identifying further opportunities for the involvement of Peer Mentors.
- Liaising with Commissioned Rehabilitative Service Providers to identify opportunities for Peer Mentor involvement and employment.
- Promoting the Going Forward into Employment scheme across the region and with Peer Mentors.
- Supporting the regional Engaging People on Probation (EPOP) Plan, including:
 - Maximising opportunities to capture PoP insights
 - Establishing local PoP Focus Groups
 - Establishing a regional Lived Experience Panel
- Liaising with the EPOP Contract Supplier as required.
- To manage and maintain systems to provide a comprehensive Peer Mentoring service in the local area.
- To assist in the development and delivery of the regional Peer Mentoring Delivery Plan.
- To attend Team Meetings with regional counterparts.
- To contribute to the development of the national Peer Mentoring picture as required.
- Champion the value of Peer Mentors, and of the Engaging PoP agenda, to colleagues and partners.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.

Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Seeing the Big Picture • Changing and Improving • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	<p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>
Experience	<ul style="list-style-type: none"> • Desirable - Lived experience of prison and/or probation. • Understanding of the role of the Probation Service in the Criminal Justice System and in a multi-disciplinary setting. • Knowledge and understanding of the factors which influence engagement with victims. • Understanding of risk management and assessment, understanding of multiagency risk assessment and management procedures. • Evidence of ability to evaluate practice. • Evidence of ability to provide a practice perspective on policy development. • Experience of working under pressure and fulfilling demanding deadlines. • Experience of working flexibly as a member of a team to achieve performance targets. • Experience of contributing to the provision of effective administration and information systems. • Demonstrable achievements in managing/supporting change and effecting improvement in quality and efficiency. • Able to demonstrate well developed IT skills, including evidence of ability to interpret and apply performance reports. • Experience of proactively championing diversity and inclusiveness both internally and externally. • Ability to implement the service's health and safety policies.
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Communicate confidently and effectively, verbally and in writing. • Good written and communication skills, including familiarity with report writing at senior levels and writing communications that are appropriate at all levels of literacy. • Proven ability to build effective working relationships, both within a team and through networking with other organisations to achieve an aim. • Show a capacity to work independently and the ability to keep calm under pressure. • Good IT skills including proven experience of using Word, Excel and Outlook in a similar work environment.

Minimum Eligibility	<i>Please do not alter this box</i> <ul style="list-style-type: none">• All candidates are subject to security and identity checks prior to taking up post.• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
Hours of Work (Unsocial Hours) Allowances	<i>Leave Blank</i> To be used by the JES Team only