



Peer Project Worker Application Pack

- Employer** : Spirit Advocacy
- Contract** : Flexible working, 14 to 16 hours per week
- Funding** : Up to a total of 420 hours
- Payment** : Real living wage rate of £13.97
- Location** : Working from home with site visits across Caithness
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About Spirit Advocacy

Spirit Advocacy is a leading collective advocacy organisation based in the Scottish Highlands. We proudly support two services:

- [HUG Action for Mental Health](#): Advocates for individuals impacted by mental health challenges.
- [People First Highland](#): Focuses on advocating for people with learning disabilities.

Our mission is to invest in those who struggle to have their voices heard, to support people with lived experience to raise awareness of the issues they face, and influence positive change by leading meaningful engagement and training that embody our values.

About the Caithness Experience Matters Project

The **Caithness Experience Matters Project** aims to engage and empower individuals in Caithness with lived experiences of mental health challenges. By establishing the **Experience Matters Advisory Panel (Ex-MAP)**, we seek to create a sustainable platform for these voices to influence and improve third sector services.

Project Objectives:

- **Community Collaboration:** Foster opportunities for people with lived experience to come together and give voice to their support needs.
- **Capacity Building:** Enhance the ability and confidence of third-sector service providers to engage meaningfully with people with lived experience.
- **Co-Design Advocacy:** Promote active involvement in the co-design of 3rd sector services, ensuring that community voices shape their delivery and evaluation.

Role Description: Peer Project Worker, Caithness Experience Matters Project

Flexible Working Arrangement:

Hours: 14 to 16 hours per week, arranged flexibly to balance your schedule and the project needs.

Location: Primarily work-from-home with regular site visits in Caithness. We will support you in setting up a productive home office environment including work mobile and laptop computer.

Key responsibilities

Project leadership, planning, and delivery:

- **Lead with Vision:** Drive the project to successful completion with mentorship from the Development Manager.
- **Strategic Planning:** Develop a detailed project plan with clear objectives and timelines, reviewing and adjusting activities as needed.
- **Progress Monitoring:** Regularly assess project milestones and adapt strategies in collaboration with the Development Manager.

Outreach and community engagement:

- **Build Relationships:** Engage with individuals accessing or requiring mental health services to understand their needs and incorporate their insights.
- **Community Involvement:** Actively involve project participants and stakeholders in planning and promoting activities, fostering a sense of ownership.
- **Digital Engagement:** Use social media and other online platforms to reach, engage, gather feedback from, and provide it to stakeholders.
- **Expand Our Network:** Encourage stakeholders to join Spirit Advocacy, strengthening our future community engagement.

Reporting, relationship building, and advocacy:

- **Document Insights:** Prepare comprehensive engagement and evaluation reports at key project milestones to inform ongoing and future activities.
- **Final Report:** Compile a detailed final report advocating for positive changes to third-sector services based on project findings.

- **Strengthen Connections:** Develop and nurture relationships with third sector organizations and local communities to support future collaborative efforts.
 - **Professional Development:** Complete the [Reach Advocacy Practice Award \(SCQF level 7\)](#) fully funded to enhance your skills and knowledge.
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Who we are looking for: Peer Project Worker

Essential Skills, Qualities & Experience

Alignment with organizational values:

- **Compassionate:** Show kindness and understanding towards those with mental health challenges.
- **Respectful:** Value and validate diverse experiences, treating everyone with dignity.
- **Inclusive:** Promote inclusivity, ensuring diverse voices are heard.
- **Empowering:** Encourage active involvement in mental health care and service co-production.
- **Supportive:** Foster a supportive environment for colleagues and stakeholders.

Personal qualities:

- **Initiative:** Show self-motivation and effective time management in a flexible work environment.
- **Team Collaboration:** Work well with others to support team and project goals.
- **Positive Approach:** Maintain a proactive, solution-oriented attitude.
- **Advocacy Passion:** Desire to champion the needs and rights of those with lived experiences of mental health challenges.

Practical and technical skills:

- **Report Writing:** Ability to write clear, concise reports summarising project findings.
- **Data Analysis:** Basic skills in gathering and analysing data.
- **Tech Proficiency:** Familiarity with MS Office applications (Word, Excel, PowerPoint).
- **Social Media Savvy:** Confident in using platforms like Facebook and X for engagement.
- **Driving License:** Full clean UK Driving Licence and access to a vehicle for site visits.

Soft skills and abilities:

- **Effective Communication:** Strong written and verbal communication skills.
- **Engagement Capability:** Ability to connect with people from diverse range of personal and professional backgrounds.
- **Relationship Building:** Experience in building and maintaining positive stakeholder relationships.
- **Community Experience:** Willingness or experience in engaging with local communities.

Personal experience and understanding:

- **Overcoming Barriers:** Clear understanding of how this role can help you overcome barriers to achieving your career goals.
- **Lived Experience:** Direct personal experience with mental health challenges, providing deeper empathy and understanding of community needs.

Desirable Skills, Qualities & Experience

- **Project Management:** Ability to coordinate project activities effectively, including planning, delivery, and monitoring progress.
 - **Problem-Solving:** Capacity to identify issues and develop practical solutions.
 - **Adaptability:** Flexibility to adjust to changing circumstances and approach challenges positively.
 - **Third Sector Knowledge:** Familiarity with third-sector service providers and understanding their operational challenges.
 - **Co-Design Expertise:** Experience or knowledge in co-production methodologies involving people with lived experiences in service development and evaluation.
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How to apply

- **Discuss the Opportunity:** For an informal discussion about the role, contact John Beaton, Development Manager, at jbeaton@spiritadvocacy.org.uk or call 07538 124365.
 - **Submit Your Application:** Completed applications must be sent to contact@spiritadvocacy.org.uk by 12.00 noon dd/mm/yy
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Spirit Advocacy is committed to creating an inclusive and supportive work environment. We provide reasonable accommodations to ensure that all employees can thrive. Please let us know if you have any specific needs or require support during the application process.

What happens next?

- **Notification:** Candidates will be notified of the outcome within two weeks of the application deadline.
- **Interviews:** Scheduled to take place the following week.
- **Start Date:** Flexible start date based on candidate availability.

Join us

This is more than a job; it's an opportunity to make a tangible difference in the lives of those with mental health challenges in Caithness. If you have the passion and experience, we encourage you to apply and be part of our mission to advocate for change and empower our community.

For further information, please visit our website at www.spiritadvocacy.org.uk or contact us at the details above.

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Highland

Year 3

Communities Mental Health
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