

## Hope After Suicide Loss Bereavement Peer Support Worker

### Job Description and Person Specification

<b>Employer</b>	Hope After Suicide Loss (HOPE)
<b>Job title</b>	<b>Bereavement Peer Support Worker</b>
<b>Salary</b>	£13000 per annum
<b>Hours</b>	20 hours per week, worked flexibly including evenings and occasional weekends.
<b>Term</b>	Fixed term contract for 6 months (with the option to extend dependent on funding)
<b>Responsible to</b>	The Board of Trustees
<b>Reports to</b>	Charity Coordinator
<b>Location</b>	Predominantly work from home with the requirement to travel across Norfolk and Suffolk to attend groups and events.

#### **Make a Difference. Support. Connect. Empower.**

If you have been bereaved by suicide loss more than three years ago and now feel you are able to make a difference for those who are also on that journey Hope After Suicide Loss is looking for a dedicated **Bereavement Peer Support Worker** to help us grow our impact and ensure our services reach those who need them most.

#### **Job Purpose**

Working closely with our Charity Coordinator the **Bereavement Peer Support Worker** will be delivering our telephone listening support service and facilitating online and local face to face support groups for people who have been bereaved by suicide (survivors). The post holder will also be supporting awareness raising of our services by attending events and local networks to share our message and offer with other local services and communities who need to know about what we do. Helping with fundraising efforts will also be part of the job role.



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What you will do.			
<b>Provide 1:1 telephone support</b>	<b>Provide online group support sessions.</b>	<b>Facilitate face to face group meetings</b>	<b>Networking and awareness raising. Fundraising support.</b>
Receive referrals from the charity coordinator and use the assessment provided to make contact with the survivor and plan regular listening support.	Receive referrals from the charity coordinator and use the assessments provided to make contact with the survivors and introduce them to the group.	Receive referrals from the charity coordinator and use the assessments provided to make contact with the survivors and introduce them to the group.	With support from the charity coordinator: Connect with local groups and charities to share our support offer and message.  Maintain clear records of contacts and activity to support audit and service planning.
Maintain regular telephone contact with the survivor for as long as is needed to support the survivor to grieve and enable them to begin recovery from the traumatic bereavement they have experienced.	Share calendar of sessions and inform group members of any changes on date /time. Send reminders prior to meetings and invite subjects or topics for discussion. Plan sessions to include introductions, safe space guidance, information sharing, breaks and supportive closure at the end of the session.	Share calendar of sessions and inform group members of any changes on venue/ date /time. Send reminders prior to regular meetings and invite subjects or topics for discussion. Plan sessions to include introductions, safe space guidance, information sharing, breaks and refreshments and supportive closure at the end of the session. Liaise with interested parties, promote locally and	Attend relevant meetings and events as planned with the Charity Coordinator and Trustees to promote our support offer and share information about the Charity.  Maintain clear records of contacts and activity to support audit and service planning.



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		build numbers attending	
With supervision, plan endings to listening support by survivors moving on to support groups, counselling or independent self-support and safety planning.	With supervision, plan endings to groups by survivors moving on to support groups, counselling or independent self-support and safety planning.	With support from the charity coordinator: Liaise with the venue operators regarding facilities. Carry out risk assessment on venue and activities Support volunteers who cofacilitate sessions. Follow up on first attenders post meeting to check in on wellbeing and take any feedback.	Distribute HOPE leaflets and information to relevant agencies and venues. Maintain clear records of distribution to support audit and budget planning.
Adhere to the policy and processes of the organisation to manage a caseload and maintain effective record keeping and reporting to enable the organisation to operate safely and within best practice guidance for the sector and files to be audited for governance and data processing.	Adhere to the policy and processes of the organisation to manage a group and maintain effective record keeping and reporting to enable the organisation to operate safely and within best practice guidance for the sector and files to be audited for governance and data processing.	Adhere to the policy and processes of the organisation to manage a group and maintain effective record keeping and reporting to enable the organisation to operate safely and within best practice guidance for the sector and files to be audited for governance and data processing.	With support from the Charity Coordinator and trustees identify opportunities to fundraise and support individuals, organisations and events who are fundraising for HOPE. Maintain clear records of contacts to support audit and financial/budget planning.
Attend regular caseload/clinical and management supervision, training and development to maintain safe	Attend regular caseload/clinical and management supervision, training and development to maintain safe	Attend regular caseload/clinical and management supervision, training and development to maintain safe	Maintain communication on planned or actual activity and contacts and share local knowledge with the Charity coordinator

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practice and extend skills for the benefit of the survivors and the organisation.	practice and extend skills for the benefit of the survivors and the organisation.	practice and extend skills for the benefit of the survivors and the organisation.	who will support communication and attendance planning. This is to uphold and maintain the reputation and good name of the organisation and protect the confidentiality and safety of our survivors which must be paramount at all times.
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**Please note** The Bereavement Peer Support Worker may, from time to time, be asked to undertake other duties not specified here.

Please refer to our website [www.hopeaftersuicidloss.org.uk](http://www.hopeaftersuicidloss.org.uk) and the Charity Commission website [Charity overview, HOPE AFTER SUICIDE LOSS - 1186881, Register of Charities - The Charity Commission](#) for more information about the charity.

<b>Person Specification</b>		
<b>Qualities</b>	<b>Essential / Desirable</b>	<b>Measure/description</b>
Empathy	E	Able to share and understand the emotions, thoughts and perspectives of another person.
Compassion	E	An active desire to alleviate another's suffering
Connectedness.	E	Ability to remain present with an individual who is experiencing emotional trauma and distress
<b>Skills</b>		
IT literacy	E	Working knowledge of and ability to use IT programmes such as Word, excel. Knowledge.
Organisational	E	Able to plan and deliver objectives and outcomes of the role independently and working as part of a team
Punctuality and Time keeping	E	Able to manage this effectively for the benefit of self and others.



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Communication and engagement	E	In person/online/electronic/written and telephone
<b>Experience</b>		
Helping people who are distressed or in need of support.	E	Able to stay calm and work effectively with people who are experiencing emotional distress
Use of Clinical client records management systems	D	This does not need to be a specific programme. Experience of using a system to enter accurate and timely records in a working environment.
Bereavement support work or use of basic therapeutic interventions in working with emotional trauma and grief.	D	Has supported or delivered this using a recognised model of intervention with appropriate supervision and training.
<b>Other</b>		
Full driving licence or other effective method of independent travel around a large and predominantly rural area. (Norfolk/Suffolk)	E	While reasonable adjustment will be made for declared disability or additional needs. The ability to travel independent of workplace resources is required for this role.
Resident in Suffolk or Norfolk	E	The role requires knowledge of local resources and attendance at sessions and events. It could not be delivered effectively remotely and should not cause undue pressure on organisational funding through excessive mileage claims as the employee will be home based.
Lived experience of being bereaved by suicide. A minimum of 3 years post bereavement is required.	E	This is a peer support role, personal (lived experience) of bereavement by suicide together with recovery through time and the experience of resolved grief to enable the individual to support others without re-traumatisation
Sufficient access to quiet space and Broadband in the home environment to allow for confidential listening support calls and other business calls/online meetings to be conducted.	E	The working environment is private and has sufficient broadband width to allow for confidential and uninterrupted connection with survivors and the business needs.

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