



## Peer Support Coordinator

### Outline terms of employment:

- Reports to: Head of Services
- Salary: £26,000 per annum (pro rata) (and up to 3% matched contribution to pension)
- Location: Hybrid working from home and in our Glasgow office as well as other venues in Glasgow
- Hours of work: Part time (21-28 hours per week)
- Flexibility: As part of our commitment to diversity and flexible working, we will consider hours and flexible working options for the successful candidate
- Contract period: One year, with a view to extending, subject to funding
- Probationary period: Three months (during which time statutory rights apply)
- Holiday entitlement: Equal to 34 days per year pro rata (includes 9 bank holidays)

The above are outline terms only, and a full statement of employment particulars will be issued to the successful candidate.

### To apply:

- Please apply via our website: <https://ammabirthcompanions.org/about/join-our-team/>
- Application deadline: Sunday 29<sup>th</sup> May
- Interview date: Week beginning Monday 6th June

### About Amma:

Amma Birth Companions is a Glasgow charity that supports pregnant people and new parents facing significant adversity on their journey to parenthood. Our mission is to create a supportive space where individuals feel seen, informed, and empowered in all aspects of their birth experience.

We provide volunteer companions to those who are facing pregnancy, birth, and early parenthood with limited support. This includes, but is not limited to, those who are refugees and in the asylum process. We are in the process of expanding to reach other client groups.



Our companions offer one-to-one emotional and practical support throughout the perinatal phase, which is complemented by education and peer support activities.

Another core part of our work is the 'Amma Family Programme' which facilitates opportunities for our clients to connect with one another and their communities.

### **Job description:**

This new post will coordinate and further develop the Amma Family programme. This peer support programme currently consists of several activities each week including parent and baby groups, yoga, garden activities, and workshops.

The programme takes a person-centred approach and is developed in line with the needs, wants, knowledge and skills of the participants. All peer support and learning activities relate to our organisational aims of reducing isolation, building confidence, and empowering people with information about pregnancy, birth, and parenting.

### **Main duties:**

- Work with the Head of Services to run the Amma Family Programme
- Work with the Volunteer Manager to recruit and train peer support volunteers and a placement student
- Create a monthly rota for Amma Family volunteers
- Manage an active WhatsApp group which enables information sharing and connection between parents
- Work with senior management to tailor the Amma Family Programme to the needs of new client groups
- Support and encourage new clients to engage with activities, finding ways to overcome barriers
- Host groups, ensuring clients feel engaged and included
- Sensitively deal with issues arising within groups
- Collaborate with others to run a series of social events and workshops for service users throughout the year



- Undertake administration for the groups including organising catering, expenses, travel as well as room preparation and tidy up

#### **Other duties include:**

- Keeping thorough records of attendance and participation using our client database
- Risk assessing activities and ensuring safe working
- Monitoring and evaluating activities
- Responding to safeguarding concerns in line with Amma's policies and procedures
- Working with the Head of Services to signpost and refer participants to support with any needs arising.

#### **Person specification:**

##### Essential

- Experienced and skilled in trauma informed group facilitation/peer support work with vulnerable or marginalised groups
- Very knowledgeable about pregnancy, birth, and parenting in either a personal or professional capacity
- Able to engage, lead, motivate and coordinate volunteers and others with confidence, including those experiencing adverse circumstances
- A strong project coordinator with a flair for setting up safe and effective systems of work
- Proactively committed to safeguarding and risk management
- Welcoming, non-judgemental and inclusive approach
- Able to work collaboratively
- Strong ability to manage confidentiality, boundaries and GDPR
- Knowledgeable about the social contexts and intersectional inequalities that can increase vulnerability
- Aligned with the vision and values of Amma including anti-racism and inclusivity
- Ability to multitask on a busy group environment
- Highly organised



### Desirable

- Lived experience of issues faced by Amma's client group
- Ability to speak languages spoken by Amma's client group
- Experience of building partnerships with external stakeholders and partners
- Experienced in implementing monitoring and evaluation processes
- Experience of facilitating workshops/courses in a formal or informal setting
- Peer support or community work training or willingness to undertake training
- Experience of sensitively assessing responding to the needs to vulnerable women and birthing people
- Experience of handling safeguarding concerns and a strong understanding of safeguarding responsibilities

### **More details**

Amma believes in fairness, equity, diversity and inclusion. We recognise the importance of an inclusive and diverse workforce, and we strive to ensure our recruitment process is inclusive and accessible to everyone.

We welcome and actively encourage applications from people with a diverse range of experiences, regardless of age, disability, gender, ethnicity, religion and sexual orientation. We also welcome and encourage applications from people with lived experience of our client group.

This role will be subject to references and a Protection of Vulnerable Groups check.