



Peer Supporter Manage Role Description and Person Specification

Contacts:

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Thank you for your interest in becoming a Peer Support Manager.

Person specification:

- **An ABM member** (though membership is free for PS Manager).
- An experienced ABM PS or BFC (new or experienced.)
- Able to use Facebook and join the Trained and Training group. Able to use office 365 including Teams. Checking and actioning emails at least twice weekly is essential.
- Strong communication skills including being a good listener, empathy, warmth and clarity.
- Familiarity with the ARF, volunteer handbook and volunteer guidelines.
- Up to date with ABM ARF requirements.

Duties:

- Keeping spreadsheets up to date.
- Develop ARF Timeline with BFC Manager and Team Support Officer (TSO).
- Respond to ARF queries from TSO as required
- Collate PS Meet Up dates from PSC for the following ABM year, add them to ABM Trained and Training Events, and inform TSO. Add Team Link supplied by PSC.
- Plan PS Meet Up session plans for Q1 to Q4 and send to PSC.
- Organise PSC meetings for Q1 to Q4, add them to ABM Trained and Training Events and inform TSO. Create and add Team Links.
- Send reminders, facilitate meetings, distribute outcomes, and reflect on follow-up actions.
- Represent PS at CC meetings.
- Ensure PSC sends PS communications on a quarterly basis.
- Ensure all PSC spreadsheets up to date.
- Review PS Volunteer Guidelines at least annually or when amendments due.
- Maintain control of ongoing projects.
- Develop strategic plans for the future of PS in conjunction with CC and ABM Trustees.
- Meet fortnightly on Teams with the BFC Manager.

Annual Registration Process:

The ABM year runs from 1 April to 31 March each year. Both PS and BFC are required to complete an Annual Registration Form. This ensures our volunteers are up to date with their learning and safeguarding; we know what activities they are involved with and if they have any Conflicts of Interest. It is important that this process is carried out for our insurance and to ensure all those on all records are staying up to date. It's also an opportunity for volunteers to feed back to the ABM so we can improve our offering to PS.

You will send reminders on a preplanned timeline to your PSCs, and the actual ARF will go to TSO to process.