

## Kent County Council

### Job Description: *Peer Connection Coordinator*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Adoption Partnership South East, Regional Adoption Agency</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Adoption Advisory Officer</b>

### **Purpose of the Job:**

Assist the adoption service to support prospective adopters and adoptive parents. A key task will be to develop the adopter peer community via peer connections and community groups.

A peer connection is a one-to-one non-judgemental relationship in which an individual (Peer) voluntarily gives time to support and encourage another going through the adoption process. Peers provide advice and guidance whilst acting as a positive role model for people who require their support. The post holder will be required to provide high quality support and training to Peers and be the main point of contact in respect of peer support for parents and those in the support network, including Social Workers. There will be a requirement to ensure adopters and prospective adopters are paired with a Peer who meets their specific need. It will be essential to reach out to parents to develop and facilitate good relationships and deliver regular training, supervision, and provision of support to peers. There will be a requirement to maintain accurate records and provide regular reports on the service to management.

The community groups are run by volunteer adopters and are open to anyone who has been approved as an adopter. They are a great chance for parents and children to meet new people and make new friends. These range from family walking groups to coffee mornings for parents and groups for children and teenagers. The post holder will be required to develop further groups, support group leads, share details of meetups with the community, and co-ordinate bookings.

The post holder will also be required to support the Adoption Advisory Officer with the administration of the Facebook community group, where details of the above are shared, by ensuring that prospective members are adoptive parents eligible for access.

## **Main duties and responsibilities:**

- Recruit volunteer adopter peers who have the experience and desire to provide reassurance and help to others undergoing the adopter assessment process and support through their adoption journey.
- Recruit volunteer group leads who can volunteer their time to organise and lead community groups in the region and support them as the groups develop and evolve.
- Recruit volunteer peers who have the experience and desire to help other adoptive parents by listening to their concerns, from one parent to another, providing advice and guidance where possible.
- Respond to requests from Social Workers for a peer in a timely manner and identify the most appropriate peer to support adoptive parents, by identifying the need and reviewing which Peer, would be best able to support that adopter.
- Develop monitoring systems and maintain statistical information to ensure that the service reflects the needs of adopters.
- Ensure safe and realistic expectations and outcomes for peers and those they support and oversee completion of peer agreement between participants
- Assist with development of a training programme for peers, taking responsibility for inviting speakers and guests. This will ensure peers have an opportunity to learn and develop, so they can keep up to date with changes that arise within the service or the wider professional network, to ensure they provide accurate information to adopters.
- Provide one to one telephone support for peers on a regular basis and listen, empathise, build relationships, convey information with sensitivity, and act accordingly.
- Provide appropriate support, advice, and assistance to peers throughout the process of peer support to ensure that a safe and consistent service is provided.
- Monitor volunteer's experience of peer support, including their participation to ensure peers feel supported and issues arising can be addressed quickly and if necessary shared within the adoption service.
- Retain accurate records of activity and referrals in line with GDPR, ensuring data and feedback is passed on to agreed parties.
- Support Adoption Advisory Officer with administration of Facebook community group, ensuring those who request to join are permitted to do so.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Peer Connection Coordinator (Adoption)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Educated level 3 qualification or equivalent
<b>EXPERIENCE</b>	Previous experience of working with children.  Previous experience of recruiting volunteers  Peer support experience  Experience of maintaining records in line with GDPR
<b>SKILLS AND ABILITIES</b>	Effective communication skills including verbal and written using a variety of tools with children, carers, and colleagues.  Ability to prioritise and to work effectively on own initiative as well as within a team.  Computer literate, excellent use of IT and software systems including ICS. Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.  Willingness to attend and contribute to training opportunities, supervision, and team meetings to continuously improve practice.  Ability to travel to meet the requirements of the service in a timely manner.  Commitment to equalities and the promotion of diversity in all aspects of working
<b>KNOWLEDGE</b>	Knowledge of child development.  Broad knowledge of processes, systems, law. and regulation that impact on children.  A broad understanding of adoption, law.

	<p>Knowledge of issues that impact on children including CSE, gangs and Prevent agenda.</p> <p>Awareness of GDPR and confidentiality issue</p>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>