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Peer Advice Services UK Armed Forces Peer Role Candidate Pack

Organisation Name: Peer Advice Services UK

Job Title: Armed Forces Peer Role

Date: 29 August 2024

Sponsored by Bolt Burdon Kemp LLP



WELCOME LETTER

Dear Applicant

Thank you for your interest in joining the growing Peer Advice Services team as an Armed Forces Peer Officer. I am excited to announce this vacancy for an Armed Forces Peer Officer who will be working within PAS to provide support for our beneficiaries within the armed forces community.

The Job Description and Person Specification will tell you much more about the role itself and the kind of person we are looking to take on. In addition, [our website](#) can give you a better understanding of the work we do to alleviate the challenges faced by disabled people along with their family and friends.

If this opportunity excites you, I very much look forward to hearing from you.

Yours truly,

Lee Cairns
CEO
Peer Advice Services



ABOUT US

PAS UK is a user led charity with a central focus on spinal cord injury and beneficiaries across the entire sphere of disability. Our growth across different disabilities is in its infancy but our place within the Armed Forces arena is well established and recognized.

Our Armed Forces support is unique, and we are the only charity in the UK to have peer representation in DMRC Stanford Hall. This will not be changing as PAS UK is the sole provider of a peer service at DMRC.

PAS UK is a growth charity and joining us at this stage helps propel us forward to a bright future of supporting people across the United Kingdom. PAS UK is also part of a group of organizations under the banner of “DisabledUnity” an umbrella not for profit that was launched at NAIDEX in March 2023. DisabledUnity will bring together support organizations and create a one stop shop of help for those that need it.



JOB DESCRIPTION

Job Title: Armed Forces Peer Support Officer – 3 year-fixed term

Salary/remuneration: £26,000 pro rata

Hours: 21 hours a week

Location: Hybrid

Reporting to: Lee Cairns

Purpose: The Armed Forces Peer Officer will respond to requests to provide peer support to spinal cord injured people who are being treated in Armed Forces specific rehabilitation centres e.g. DMRC Stanford Hall, NHS Spinal Cord Injury Centres and non-specialist rehabilitation centres in England, Wales, and Northern Ireland. This will be a mixture of face to face support along with using technology and working from home, it is a UK wide service.

KEY RESPONSIBILITIES

- To respond to referrals from the Armed Forces, NHS Spinal Cord Injury Centres as well as other hospital environments including non-specialist hospitals/neuro-rehab centres etc within England, Wales, and Northern Ireland.
- To provide support and information to Armed Forces patients and their relatives at DMRC Stanford Hall and other appropriate venues as required either by means of personal visits or on-going Video Call/telephone contact.
- To work with the individual concerned to establish a planned programme of support with agreed targets and conclusion date.
- To utilize the resources of PAS in order to offer a comprehensive range of information and support.
- To deliver in-service training on spinal cord injuries and living with spinal cord injury to appropriate staff, where requested, using the resources offered by PAS UK to support such talks.
- Where necessary, and where requested by individuals, to support them by utilizing resources in dealing with their local authority, social services, local health care providers etc, to ensure that the appropriate level and means of support are being provided.
- To publicise the work of PAS and the availability of the Armed Forces Peer Service to relevant social services departments, health authorities, consumer organisations (e.g. Citizens Advice Bureau) etc.

- To establish a means of record-keeping and ensure this is kept up-to-date and held securely and in strictest confidence in accordance with the provisions of Data Protection legislation.
- To provide reports on monthly activity detailing contacts made and visits carried out.
- To provide updates, verbal and written, statistics and other information as required and to ensure compliance with monitoring and evaluation procedures in place for the Service.

Line Management

- To report to the CEO on all aspects of the post.
- To engage in line management supervision and performance appraisal as required.
- To participate in and actively contribute to Outreach and/or Departmental meetings and training days.
- To participate in regular meetings with key personnel from the Armed Forces based at DMRC Stanford Hall responsible for coordinating the service, including attending bi-annual meetings with key PAS staff and DMRC Stanford Hall staff to report on progress and plans for the future.

Person Specification

	Essential	Desirable
Education		
Good standard of general education	X	
Experience		
Living with or experiencing spinal cord injury	X	
Served within Armed Forces	X	
Experience of living in the community with spinal cord injury	X	
Experience of rehabilitation within an Armed Forces setting (e.g. DMRC Stanford Hall)		X
Experience of providing support to people with spinal cord injury		X
Experience of working in the voluntary sector		X
Experience of information giving		X
Knowledge & Skills		
Willingness to be proactive in the job and act on own initiative where appropriate	X	
Ability to be flexible in the work undertaken	X	
Ability to communicate effectively, both verbally and in writing at all levels	X	
Ability to empathize with those experiencing difficulties or distress	X	
Knowledge of the pathway of care used by Spinal Cord Injury Centres		X
Knowledge of the rehabilitation process/pathway for Armed Forces personnel	X	
Knowledge and practice of collating personal information in line with Data Protection legislation		X
Good level of computer literacy, e.g. MS Office	X	
Other		
Ability to travel throughout the designated area on a regular basis and to other locations on an occasional basis	X	
Confident and outgoing personality	X	



How to apply

To apply for this role, please fill out the application form and add your supporting statement describing your previous roles and experience that are relevant to this role and email to support@peeradVICEServicesuk.org. Please ensure that your email includes your full name and preferred contact details so that we can contact you with the outcome of your application. Interviews will be arranged at this stage if your initial application is successful.

Queries

If you wish to have an informal discussion about the opportunity, please contact us at support@peeradVICEServicesuk.org or 01788 227347.

EQUALITIES MONITORING INFORMATION

This section of the application form will be detached from your application form and will be used for monitoring purposes only. Peer Advice Services UK is fully committed to the promotion of equality and diversity within our organisation and would be grateful if you would help us to review our process of Staff Recruitment by completing this questionnaire. Completion is entirely voluntary, and the information provided in this section will be immediately separated from your application form and will not be used as part of the recruitment process.

*	Age	<input type="checkbox"/> 18–35	<input type="checkbox"/> 36–50	<input type="checkbox"/> 51–65	<input type="checkbox"/> Over 65	<input type="checkbox"/> I do not wish to disclose this
*	Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female		

Race relations (Amendment) Act 2000

* I would describe my ethnic origin as:		
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Equality Act (Sexual Orientation) Regulations 2007

* Please select the option which best describes your sexuality	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

Equality Act 2006

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Other	<input type="checkbox"/> Hinduism <input type="checkbox"/> Judaism <input type="checkbox"/> I do not wish to disclose this

Disability Discrimination Act 2005

* Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I do not wish to disclose this information
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