**Peer Support**

**Peer Support Program**

**Coordinator Position Description.**

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| **Position Title** | **Peer Support Program Coordinator** |
| **Role** **Requirements** **& Duties** | A key objective of the **[insert LDAT name]** is to empower young people in our community to make positive life choices which helps them maximise their personal potential.Through collaborative programming with schools and other community-based organisations, we provide educational, social and peer support opportunities to enhance the academic performance, social and community connections, and health outcomes of young people.The Program Coordinator oversees the development and implementation of the Peer Support Program, which trains and supports young people to lead their peers.The Program Coordinator ensures program quality and performance in terms of recruiting and monitoring the relationship with the young people and peer supporters.The Coordinator also communicates with all parties throughout the program.**Duties**The Program Coordinator is responsible for overseeing the entire peer support program, and will carry out the following responsibilities:* maintain and update the Policy and Procedures Manual as needed and to meet organisational standards
* develop and manage relationships with schools, training providers, community-based organisations, and other stakeholders
* build a strong working relationship with the mentoring program advisory board
* oversee the enquiry and induction process for peer supporters and young people
* create and oversee the implementation of an ongoing peer supporter recruitment plan, which includes developing and distributing program marketing materials, making presentations to targeted organisations and ensuring a presence at key community events
* perform and oversee participant screening, training, and support activities
* oversee organisation and implementation of program events such as day trips, celebrations and end of year events
* plan and implement recognition activities for program participants
* oversee program evaluation activities
* oversee peer support program staff and volunteers
* attend regional/national conferences to increase knowledge of other peer support programs and best practices
* complete other duties and activities as needed.
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**Peer Support Program Coordinator**

**<**

**Insert any additional, specific organisation/program expectations>**

For example – other languages or cultural background, or lived experience.

**Position**

**Context**

**Key**

**Relationships**

**Insert relevant titles of your Local Drug Action Team, partner organisations, funder etc.>**

**Peer Support Program overview**

**Vision:**

 Young people are supported to live healthy and fulfilling lives unlimited by alcohol and

drug harm.

**Mission:**

Connect young people with dependable and enthusiastic peers to build their skills and

wellbeing, and delay or prevent the use of alcohol and other drugs.

**Values:**

 The five core principles of peer support:

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work where young people are

•

involve the right people

•

focus on relationships

•

encourage young people’s ownership

•

be safe and boundaried.

**<**

**To be adapted to relevant organisation/program>**

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|  | **Peer Support Program Coordinator** |
| **About the**  | **<Insert information about the organisation and/or program here>** |
| **organisation/ agency and details relevant to this program.** | **For example:**Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation (ADF) is Australia’s leading organisation committed to inspiring positive change and delivering evidence-based approaches to minimise alcohol and drug harm.We bring expert knowledge and research into the design and implementation of our programs. We reach millions of Australians through sporting clubs, educational institutions and communities, by supporting and informing drug and alcohol prevention programs, and through the provision of educational information. We are proudly not-for-profit, evidence-based and independent.For further information, please visit www.adf.org.au |
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| **Time &** **Commitment** | **<To be adapted to your organisation/program needs>****Eg:** Weekly/Fortnightly meetings ## hour duration eachOver # weeks/months, from …… to …… 2021 |
|  |  |
|  |
| **Location** |  **<Insert relevant organisation/program details or online platform>** |
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|  | **Peer Support Program Coordinator** |
| **Eligibility**  | **<To be adapted to organisation/program needs>**  |
| **Criteria** | **Position requirements*** Knowledge and experience working with young people
* Qualifications in social work, psychology, and/or education (preferred)
* Knowledge of peer support program policies and procedures
* Two or more years’ experience in mentoring and/or youth development, preferably working within community organisations and/or schools
* Strong organisational, writing, verbal and interpersonal skills
* Creativity and flexibility
* Experience working with diverse communities

**We’re also looking for someone with:*** experience in program management and evaluation
* excellent communication skills
* well-developed organisational skills
* well-developed networks and knowledge of the youth sector
* experience in coaching and supervision of staff
* submission and report writing
* skills and knowledge of evaluation and continuous improvement techniques
* commitment to the vision, mission and values statement of the peer support program.
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|  | **Peer Support Program Coordinator** |
| **How to apply** | Please send your **eg: <insert relevant documents, for example CV and Cover Letter, here>,** along with proof of identity and residence, and evidence of current Working with Children and National Police Checks to the following email address –**<insert email address>**Applications are due by **<insert details> before <insert deadline>.** **Further information**Enquiries regarding the Peer Support Program and this position can be directed to **<insert staff name>,: <insert contact details>.** |