

# Example Job Description

## Peer Consultant (Lived Experience)



<b>Post:</b>	<b>Peer Consultant (Lived Experience)</b>
<b>Responsible to:</b>	<b>Regional Manager</b>
<b>Responsible for:</b>	<b>Delivering activities to support and advise Project Development</b>
<b>Hours:</b>	<b>Sessional – expected commitment of 1.5 days per month, for at least 6 months</b>
<b>Grade:</b>	<b>Sessional Worker Hourly rate – £10.80 per hour outside M25; £12.55 per hour inside M25 Travel expenses paid</b>
<b>Location:</b>	<b>Flexible with travel within delivery regions</b>
<b>Holiday:</b>	<b>N/A</b>

**- A DBS check is required for this role -**

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It should not be seen as precluding future changes after appointment to this role*

### SUMMARY

Peer consultants with lived experience of criminal justice experience will be at the centre of this project and play a leading role working with us to assess current approaches and identify opportunities for positive change, and help make them happen.

We are seeking people with lived experience of the prison and probation services in England & Wales to participate in this work on a sessional basis. You will be trained and supported to participate in a wide range of ways, gaining skills and experience for life and work while having the opportunity to influence long-term positive change.

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### KEY DELIVERABLES

- Participate actively in initial training in peer-led evaluation and consultancy approaches – up to 3 days (unpaid, travel expenses covered)
- Participate actively in specialist & refresher training workshops on tools & techniques – 1 day per quarter
- Work with project representatives to self-assess progress and identify areas of strength and for development
- Support development of actions plans, and measures of success
- Support, co-deliver, or lead activities to address areas for development in the region – e.g. workshops, surveys, comms activities
- Promote and demonstrate the value of Lived Experience involvement to everyone involved in the project
- Work with, listen to, and help ensure views from service users are considered as part of all above activities, and lead specific activities such as planning sessions

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### WHAT WE ARE LOOKING FOR FROM YOU – PERSON SPECIFICATION

When completing your application form please address the points marked with (A) set out below.

#### EXPERIENCE

- Relevant Lived experience, e.g. recently left the justice system (A)
- Other lived experience welcomed (e.g. of homelessness, mental distress, substance misuse, domestic violence/abuse, disability, involvement in care system)
- Completing tasks where communication with others is important (A)
- Following processes and/or completing tasks where accuracy is important (A)
- Collecting information (in words, pictures, numbers, or other media) from/with other people (desirable)

#### KNOWLEDGE

- Knowledge of anti-discriminatory working practices, and their implications; practical application of diversity awareness and unconscious bias in employment
- Knowledge and understanding of the issues faced by service users (A)
- Basic working knowledge of IT, such as emails, video-calling, Word

#### SKILLS & ABILITIES

- Ability to relate directly and authentically to service users as a peer (A)
- Ability to be a flexible and co-operative member of a team
- Strong active listening and communication skills (A)
- Sensitivity to people's experience and ability to treat information as confidential (A)
- Ability to be well organised (A)
- Good time keeping (A)

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### ATTITUDE

- Interested in learning about peer-led evaluation and consultancy (A)
- Passionate about ensuring service users are engaged and consulted with (A)
- Commitment to completing required training (A)
- Willing to ask questions and demonstrate curiosity
- Commitment to collaborative ways of working
- Commitment to and understanding of safeguarding and professional boundaries
- Personal and professional integrity
- Positive attitude towards staff and our Peers

### WHAT WE WILL DO TO SUPPORT YOU IN THIS ROLE

We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard, including specialist training in Peer-led Evaluation and Consultancy methods
- A full induction
- Continuous support and supervision including reflective practice to develop your learning and skills as a peer evaluator

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