



STATEMENT OF SPECIFIC JOB RESPONSIBILITIES:

Community Worker - Experts by Experience project co-facilitator

There are 6 hours per week allocated for this role, in addition to the 3 hours per week “team time” for shared Community Worker Team responsibilities - see [Community Worker job description](#)

What is an Experts by Experience project co-facilitator?

The Experts by Experience (EbyE) project is a mental health awareness workshop team within The Bridge Collective. We are a group of people whose lived experiences have sometimes been labelled as mental illness. Some of us use or have used mental health services, and our group includes people with experience of supporting friends and family. We aim to share our experiences: in an environment of peer support, to promote positive public awareness, increase confidence in talking about mental health, to improve mental health services and increase access to a wide range of understandings about mental health.

The role of the co-facilitator is multifaceted. Essentially in this role you will work alongside the existing co-facilitator, to develop and support opportunities for peer-led team work, in which the EbyE team can communicate with the wider public about our experiences.

We are looking for someone with proven experience in: facilitation, coordinating a team, team building, sharing personal experiences sometimes labelled as mental illness and sharing enthusiasm for discussion and dialogue in community projects.



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Currently EbyE holds 2 meetings a month:

1. A **general meeting** to share opportunities, share experiences, give feedback on training and workshops we have conducted and plan what we want to do as a team
2. A **development meeting** where we develop our ideas and work together on planning and organising workshops or projects for EbyE.

Over recent years we have carried out lived experience training for student doctors, student mental health nurses, social workers, psychologists; co-developed training resources for social care providers; and held workshops on mental health language and psychosis awareness.

Specific Responsibilities

The list below is not exhaustive and the position includes developing the role itself. You will be working collaboratively with the co-facilitator exploring ways of carrying out the role and sharing the aims and evolution of the project with the project group in a non-hierarchical way. Your role will include:

- **Working with people**

Such as:

- Facilitating EbyE meetings
- Offering peer support before, during and after people speaking about their experiences, in the spirit of “looking after ourselves”
- Presenting a welcoming and inclusive point of contact for EbyE
- Supporting people to travel to meetings and workshops both in Devon and further afield.



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- Briefing and debriefing before and after meetings

- **Administration**

Such as:

- Planning agendas
- Keeping minutes
- Online filing systems
- Timetabling
- Budgeting and financial recording, financial sustainability reviews and petty cash handling
- Data entry (Database)
- Maintaining work summaries and archives

- **Communications**

Such as:

- Virtual team working
- Dealing with enquiries, post, telephone, text and email
- Networking and liaison with organisations to create new opportunities
- Keeping participants informed of relevant events and news
- Advertising and promotion
- Communicating meeting and workshop times and dates
- Keeping EbyE participants up-to-date of Bridge Collective events, meetings and developments

- **Collective development of the Experts by Experience project within the Bridge Collective.**

Such as:

- Providing a forum for new project ideas
- Background work to support development of the EbyE teams ideas



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- Liaising with new project partners
- Fundraising
- Developing opportunities for discussion and dialogue within the Bridge Collective
- Bringing EbyE proposals and questions for the collective to Community Meetings
- Looking for opportunities for co-production with other Bridge Collective projects

- **Coordinating EbyE team training**
Such as:
 - Identifying training needs of project participants
 - Looking for training providers
 - Organising training sessions

- **Self reflection, independent working and self-starting.**
Such as:
 - Working from home when required and when it works for the role
 - Engaging with potential differences in outlook and conflict resolution within the Bridge
 - Finding common ground and building consensus from diverse perspectives
 - Attending team supervision once every 2 months

- **Compliance and safety**
Such as:
 - Keeping up to date on governance and legal procedures such as DWP rules for involvement work
 - Health and safety
 - Safeguarding



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- Diversity awareness
- Data protection

The Bridge Collective is a grassroots organisation built up over the years by a group of enthusiastic people who have been learning as we go along, not to a blueprint. Because of this history we've reached our fifteenth year, both with much to be proud of and with some areas in which firm foundations are not in place yet. We are committed to remedying this and the post holder will work alongside the existing team, learning where this work needs to be done and helping us collectively to generate solutions.