

## Job Description

**Post:** Individual Placement and Support (IPS) Peer Mentor

**Responsible to:** IPS Project Manager, Pentreath Ltd

**Date of Issue:** July 2025

### 1. The Role

IPS Peer Mentors are members of the IPS team who have similar life experiences to Individuals who receive IPS services. They will be able to share their own valuable experiences of how they overcame any obstacles to achieve their own career goals and how they continue to move forward in their journey of recovery offering support and inspiration to others.

The post holder will be based within the mental health team and working with direction from the IPS Employment specialists.

### 2. Key Objectives

Through sharing your wisdom from your own experiences, you will inspire hope and belief that recovery and gaining paid employment is possible in others.

As an integral and highly valued member of the IPS service you will be working alongside the Employment Specialists who are based within the Early Intervention in Psychosis (EIP) Team.

Peer Mentors complete 1:1 face to face work with clients in a community setting within their contracted locale.

### 3. Main Responsibilities

- 3.1 The partnership between the Employment Specialist and peer mentor is crucial to this role, ongoing communication is vital to ensure the needs of the individual you are working with are met

- 3.2 Attend and participate in the mental health team multi-disciplinary team meetings and IPS team meetings as agreed by your line manager and the Employment specialist
- 3.3 Discuss goals for employment with individuals who are referred to the IPS service; sharing your personal success stories around achieving goals and employment to inspire others
- 3.4 Support individuals to attend work related appointments/interviews
- 3.5 Help people consider disclosing a disability (or other personal information) to employers again offering personal experience
- 3.6 Co facilitate wellness recovery action planning sessions
- 3.7 Support employment specialists to engage individuals who have missed appointments
- 3.8 Support individuals in using public transport
- 3.9 Assist in gathering identification documentation for employment
- 3.10 Support the Employment Specialists with the individuals in work to ensure a robust in work support plan is delivered
- 3.11 Support the Employment Specialists with employer engagement activities
- 3.12 Ensure accurate and timely recording of information on electronic health record
- 3.13 Comply with all policies and procedures – both Pentreath and CFT
- 3.14 Advocate the benefits of IPS
- 3.15 Share any concerns regarding the individuals they are working with the Employment Specialist/mental health team

#### **4. Other Duties**

In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work, which is not specifically referred to above. Such duties however, should not normally exceed those expected of an employee at that grade.

## **5. Additional information**

### **DBS check**

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS) with children barred list.

### **Starting salary**

The starting salary is stated on the advert.

An additional salary band increase will be at six months after successful completion of the probationary period.

### **Annual leave**

Annual leave is 25 days plus Bank Holidays for a full time equivalent employee (pro rata for part time).

The leave year runs from 1<sup>st</sup> January until 31<sup>st</sup> December. If you start part way through the year your leave entitlement will be calculated from your start date to the end of the year.

### **Mileage**

Expenses can be claimed for any distance travelled in the nature of your work over and above your daily commute to your contracted work base.

### **Using a personal vehicle for work**

This is required as part of the job role.

You will need to provide evidence of the following: a full driving licence, insurance with business use, vehicle road tax status and current MOT certificate for vehicles over 3 years old.

### **Work hours**

Working hours are between 8.30am and 5.00pm Monday to Friday. We can be flexible with working hours if it meets the project and business needs.

There is no weekend working.

**This job description will be subject to annual review and amended as appropriate to meet the changing needs of Pentreath Ltd.**

Pentreath Ltd  
Person Spec for IPS Peer Mentor

Essential			Desirable	
Knowledge	A B C D E F	Understanding of mental illness Understanding of the need for confidentiality Commitment to equal opportunity Understanding the difficulties of working with discrimination Understanding of the value of work and the vocational needs of trainees Strong commitment to principles of recovery and involving individuals in their own recovery	A B C	Knowledge of IPS principles and approach Understanding of the benefits system NVQIII in Advice and Guidance
Skills	G H I J K L M N	Organised with good time management Ability to work under own initiative Ability to work as part of a team Good computer skills (ability to use Microsoft Word, Excel & Powerpoint) Good verbal and written communication skills with the ability to interact effectively with a variety of stakeholders Ability to create and maintain professional boundaries Access to a car, full clean driving licence and insurance with business use. Willing to use your own vehicle for work Positive attitude and spark	D	Group work skills
Experience	O P Q	Lived experience of mental ill health Flexible attitude to work Ability to make decisions	E F G	Working in a changing environment Working within multi-disciplinary teams Working in a client centred role

Values and Beliefs	R	Belief that people with mental illness can gain and sustain meaningful work		
	S	Putting the client at the heart of the work you do, so the client can achieve their full potential.		
	T	To look for solutions, think creatively and focus on what we can do.		