

Dear Applicant,

Re: Head of Communications and Marketing

Thank you for your interest in working with Peer Power. This application pack contains information about who we are looking for, how to apply, the job description, and the person specification.

I founded Peer Power as a response to what children and young people across England and Wales said needed to change to improve support services like youth justice, mental health and social care, and because of my own lived experience of adversity and trauma.

Our empathy based and relational charity creates system change and individual change for young people...we are supporting young people with lived expertise to make real changes in support services for their peers, increasing their positive peer networks and helping them to improve their wellbeing. You can learn more about our work and our vision, mission and values by exploring our website www.peerpower.org.uk.

We are a small, warm and open team, and the successful applicant can expect to work in a positive, emotionally responsive and flexible environment. It is a real opportunity for someone to have a substantial influence on a small, creative, and fast growing local charity with a national reach.

We are all really looking forward to welcoming you into our team

With my best wishes,

A handwritten signature in black ink, appearing to be "Anne Marie Douglas".

Anne-Marie Douglas

Founder & CEO

Role Information

About us: Peer Power is a social justice charity that is rooted in the promotion of empathy. Our work supports the most under-supported children and young people in society; those impacted by adverse childhood experiences, including abuse, trauma, rejection and loss, those most excluded and not listened to in society, and often with experience of social care and youth justice agencies. We support them, and the agencies that are involved with them, to aid recovery through empathy and stronger relationships, improve emotional health and well-being, and through working together, transform services for children.

The role: At Peer Power, we are looking for individuals who are able to empathise with and support young people to influence change in the health and justice system.

This is an exciting opportunity for the postholder to join a small but fast growing team including; Head of Finance and Operations, Peer Engagement Worker, Office Manager and Youth Engagement and Coproduction Manager, CEO and new roles Senior Youth Worker and Training, Learning and Development Lead. We also work with a freelance fundraiser, evaluation specialist and therapists.

Due to funding from Paul Hamlyn Foundation, we can recruit our first Communications post at Peer Power. The charity goes into its fourth year in 2020, and this role is crucial to help us realise our ambitions to support more young people with their social action projects and system change activities, packaging up and delivering training outside of London and exploring routes for scaling our impact. It will suit someone looking for autonomy in their role, excited to work alongside young people and our team and wanting to 'make their mark' in an important and meaningful role.

Reporting to and working closely with the CEO as a senior member of a small but growing staff team, the Head of Communications and Marketing is responsible for:

- Creating and delivering our communications strategy: working with the whole team at Peer Power (including in partnership with teenagers and young adults engaged with the charity) to develop and deliver a new and successful marketing and communications strategy that promotes the organisation's work and supports projects, fundraising and corporate partnership initiatives.

- Supporting business growth: meeting personal and organisational marketing and communications targets, business objectives and income generation.
- Reinforcing organisational culture: building and maintaining a culture within the whole organisation that understands the importance of strong, clear and consistent internal and external communications.
- Advancing our mission through communications: ensuring that the organisation's communications are of the highest quality and that they support and advance our charitable objectives.

Who we are looking for: We are looking for an exceptional person, who is energetic and ambitious, and wants to contribute their time, passion and positive energy to our mission! Is this you?

- You are passionate about social justice, and utilising your communications and marketing skills and experience to really make a difference
- You have excellent inter-personal skills, values led, with a high level of social and emotional intelligence.
- You are empathic, fair and kind, and can relate to and connect with people from a wide range of backgrounds and experiences.
- You will relish the challenge and autonomy this role presents, and getting involved with all aspects of a young and growing charity.
- You are excited about coproduction and the opportunity to work alongside young people, sharing decisions and budgets.
- You enjoy working as part of a team, and can get on board with 'consent-based decision making' in an organisation.
- You are ambitious, looking for somewhere you can grow and build your career and you thrive working in fast paced environments where you can influence growth and innovation.

You will promote and demonstrate the values of the charity by being **positive, open and honest, actively demonstrating love, empathy, respect and fairness**, and will contribute actively as a key partner in the design and development of our work at Peer Power.

Our offer: You will have the opportunity to be a part of our team and see young people's journey from 'peer to professional', contribute to our healing peer community, and witness how support services improve and change because of the engagement of young people. You will engage with the media, and work with agencies such as Ministry of Justice, NHS England and Youth Justice Board, and our Funders, opening up networks and opportunities.

We offer supportive, 'wellbeing focused' flexible working over a four-day working week, an attractive benefits package, including a pension, additional personal/self-care days and discretionary additional days between Christmas and New Year.

Based primarily at our London Vauxhall office (Vintage House, Albert Embankment), there may also be opportunities to work from home subject to prior agreement.

Equal Opportunities: We are committed to equal opportunities and welcome applications from all sections of the community, including those with criminal records, regardless of any protected characteristics. We especially welcome applications from people who have overcome significant adversity in their lives and are now able to inspire others positively through their journey and progress.

At Peer Power, we believe that there are many ways of meeting the requirements for the position. Candidates may have acquired relevant knowledge or skills through life experience rather than work, if you believe this is the case, please try to demonstrate this in your CV or letter

Peer Power, in compliance with the Disability Discrimination Act 1995, will seek to make reasonable adjustments to the physical office environment to overcome barriers to employment caused by disability, and encourages applications from these candidates. If you need any reasonable adjustments please contact: Lucy Hill, Office Manager at lucyhill@peerpower.org.uk.

How to Apply: The Job Description and Person Specification can be found here:

<http://www.peerpower.org.uk/about-us/get-involved/>

Please send a CV and a letter telling us about yourself and what you could bring to Peer Power in this role. Please make it clear in your letter how you meet the essential and desirable criteria for the role.

Please indicate in your application the date at which you are available to start and/or your notice period for your current role.

Applications should be returned for the attention of Lucy Hill - info@peerpower.org.uk

By deadline - Monday 27th January 2020 at 4pm

Possible Interview date (TBC): Tuesday 4th February 2020.

Please send any queries about the role to info@peerpower.org.uk, or call 0203 877 0880.

We will be available to respond to queries from Tuesday 7th January 2020

Recruiting Applicants with Criminal Records: We recognise the contribution that people with criminal records can make as employees and volunteers, and welcome applications from them. A person's criminal record will not, in itself, bar that individual from being appointed to a post at Peer Power.

- All cases will be examined on an individual basis and will take the following into consideration:
- Whether the conviction is relevant to the position applied for,
- The seriousness of any offence revealed,
- The age of the applicant at the time of the offence(s),
- The length of time since the offence(s) occurred,
- Whether the applicant has a pattern of offending behaviour,
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned, and,
- Whether the applicant's circumstances have changed since the offending behaviour.

Further advice and guidance on disclosing a criminal record can be obtained from [Unlock](#).

As our work involves regulated activity with children, young people and vulnerable adults. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). We will ask you to declare at shortlisting stage, the following:

- I am not barred or disqualified from working with vulnerable groups, children or young people.
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Safeguarding: We recognise our responsibility to safeguard the welfare of all children and young people, and commit to recruitment practices which protect them. We require all employees and volunteers to undertake an enhanced DBS disclosure and pre-employment checks. If you are given a conditional job offer at Peer Power, you will need to complete a Declaration of Criminal Convictions Form and complete a satisfactory Enhanced DBS, Work Assessment & References check before the job offer is final.