



Title	Department	Post Ref.
Adoption East Midlands Family Peer Network Coordinator	Children, Families and Young People	
Job Purpose <p>Peers4Peers is a peer support service within Adoption East Midlands, designed and delivered by adopters for adopters. The service builds a supportive community that values lived experience and provides informal peer support through one-to-one mentoring, small groups, drop-in sessions and events.</p> <p>The Family Peer Network Coordinator will work alongside AEM staff to recruit, train, develop, and support experienced adopter peer mentors, helping to embed adopter voice and co-production across the service. The role involves providing guidance, encouraging mentor participation, and representing adopter experiences throughout the region.</p> <p>The Family Peer Network Coordinator must be an experienced adoptive parent who is passionate about peer mentoring, confident sharing their lived experience, and skilled in communication and relationship-building.</p> <p>The post requires the post holder to organise and manage their workload independently, under supervision of the Team Manager.</p>		
Key Responsibilities Department/Corporate Responsibilities 1. You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties and where appropriate to safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health & Safety	Key Accountabilities Key Duties 1. Recruit volunteer adopter peer mentors who have the experience and the desire to provide reassurance and help to prospective as well as experienced adopters. This will include listening to their concerns, from one parent to another, providing advice and guidance where possible.	

legislation, and Authority and Departmental Codes of Practice and Procedures.

2. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the County Council or provided or issued by a third party for individual or collective use in the performance of your duties.
3. You will personally and through the employees you manage implement and positively promote equal opportunities in service delivery and employment practices.
4. Within resource constraints, you will promote and deliver fair and quality services that are sensitive and responsive to customers. You will ensure implementation of customer care policies by the staff who you supervise.
5. You will take account of environmental issues arising from any service developments and ensure that all staff are familiar with the County Council's green policies and established office and work practices.
6. In accordance with "The Introduction of New Technology Agreement", you will work with computers, new technology and associated systems as required and support the employee(s) you manage in its use. You will personally and through the employees you manage ensure compliance with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice.
7. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you, be

2. Respond to requests from social workers for a peer mentor in a timely manner and identify the most appropriate mentor to support adoptive parents, by identifying the need and reviewing which mentor, would be best able to support that adopter.
3. Coordinate alongside relevant social workers, peer mentors to participate in training offered to adopters throughout the wider service.
4. Coordinate alongside relevant colleagues and peer mentors events where adoptive families/mentees and peer mentors can come together as a community, with and/or without their children.
5. Develop monitoring systems and maintain statistical information to ensure that the service reflects the needs of adopters.
6. Participate in the development of adopter led support groups throughout the region. This might be virtual, in person, or via social media.
7. Ensure safe and realistic expectations and outcomes for mentors and mentees and oversee completion of mentoring agreement between participants.
8. Alongside the Learning and Development Social Worker, assist with development of a training programme for mentors, taking responsibility for inviting speakers and guests. This will ensure mentors have an opportunity to learn and develop, so they can keep up to date with changes that arise within the service or the wider professional network, to ensure they provide accurate information to adopters.
9. Provide one to one telephone support for mentors and mentees on a regular basis and listen, empathise, build relationships, convey information with sensitivity, and act accordingly

<p>included in the job description in specific terms and will be formally issued to you.</p> <p>8. In order to achieve the objectives of the project, the post holder may need to work flexibly where appropriate, including out of hours to support organised events and in line with the needs of the service.</p> <p>9. Under the Local Government and Housing Act 1989 this post will automatically have imposed political restrictions.</p>	<p>10. Provide appropriate supervision, support, advice, and assistance to mentors throughout the process of mentoring to ensure that a safe and consistent service is provided.</p> <p><u>Expectations</u></p> <p>The successful candidate will be expected to:</p> <ol style="list-style-type: none"> 1. Work in accordance with the Nottinghamshire County Council Code of Conduct and Social Work England code of conduct 2. Work within Departmental Policies and Procedures
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <p><u>Qualifications</u></p> <p>You will be an experienced adoptive parent</p> <p>Full driving licence (unless disability precludes driving)</p> <p><u>Knowledge</u></p> <p>A good knowledge and understanding of the work of Adoption East Midlands for adoptive families.</p> <p>A well-developed understanding of adoption issues and their relevance to the work of Adoption East Midlands</p> <p>A good working knowledge of developmental trauma and attachment.</p> <p>An understanding of the national picture in Adoption.</p>	<p><i>Personal skills and general competencies</i></p> <p><u>Skills</u></p> <p>Effective verbal and written communication.</p> <p>Ability to work to departmental policies and priorities, and evidence the ability to make a positive difference to outcomes for families.</p> <p>Well-developed relational skills with adoptive parents.</p> <p>Willingness to share aspects of your lived experience.</p> <p>Ability to work anti-oppressively and promote anti-oppressive practice and evidence of where this ability has made a difference.</p> <p>Demonstrate ability to develop and sustain effective and appropriate relationships with adoptive families, colleagues and external staff.</p> <p>Well-developed skills in the use of Information Technology.</p>

<p>Recognition of abuse and practical commitment to safeguarding children.</p> <p>Knowledge of the process of supervision.</p> <p>Understanding disability issues in relation to children.</p>	<p>Demonstrate ability to accept and make constructive and appropriate use of supervision.</p> <p>Evidence of ability to function as a team member and willingness to work co-operatively and flexibly.</p> <p>Evidence of ability to organise and prioritise own work and use appropriate administrative skills.</p> <p>Understanding and evidence of working with confidentiality.</p> <p>Knowledge and understanding of developmental trauma and attachment.</p> <p>Willingness and comfortable in having a virtual presences with the adoption community via the AEM Website and Social Media Platforms.</p>
<p><i>Experience</i></p> <p>The post holder will be an experienced adoptive parent.</p> <p>Experience or knowledge of working with other agencies, either in the statutory or voluntary sector.</p> <p>Experience of supervising or managing others is desirable.</p> <p>Experience of delivering training is desirable.</p>	<p><u>Equal Opportunities</u></p> <p>Commitment to anti-discriminatory and anti-oppressive practice with adoptive families and colleagues regardless of race, gender, age, disability, sexuality or religion.</p> <p><u>Personal</u></p> <p>Willingness on occasions to work outside or beyond core hours.</p> <p>Full driving licence and use of car, or eligible for taxi service if disabled.</p>
<p><i>Role Dimensions</i></p> <ul style="list-style-type: none"> • Maintenance and coordination of a peer mentoring service • Supervision and training of a group of volunteer peer mentors. • To work flexibly where appropriate, including out of hours to support organised events and in line with the needs of the service. 	



Date 22/04/2026