



Peer Recovery Network

Job Description and Person Specification

- Post Details:** Peer Recovery Co-ordinator
- Hours/Salary:** 35 hours per week, £25,404 per annum
- Term:** Fixed term until 31 March 2021
- Location:** Luna Place and partner organisations across Dundee
- Purpose:** The Peer Recovery Co-ordinator will be responsible for the recruitment, training and on-going support of adult peer volunteers and workers who will contribute to the development and facilitation of recovery activities across Dundee. The primary target group for workers and volunteers will be adults who are themselves in recovery from drug and alcohol problems but will also include supporters of recovery including carers, family members and local community members.

Job Description:

- Work with and advise the Peer Recovery Steering Group to progress the development of peer worker and volunteer opportunities across services in Dundee that support recovery.
- Co-ordinate the involvement of peer volunteers and volunteers across drug and alcohol services and community hubs. This will include recruitment, selection, induction, training and on-going supervision and support.
- Work with partner agencies to identify and develop a range of peer mentor roles aimed at different skill and confidence levels that will support people in their own recovery and support the recovery of others.
- Develop partnerships and inter-agency protocols with statutory and voluntary sector services to ensure that the needs of peer volunteers are met.
- Co-ordinate the operational development of the project, working with key partners (ADPs, Social Work, Health, Housing, Education) to improve communication and integrated working, removing structural barriers to people in recovery.
- Design and develop training packages for volunteers to assist their personal development and support their volunteering activity.
- Design and develop a wide range of information on volunteer opportunities for potential volunteers, young people, their families and other professionals.

- Promote the services and encourage individuals to become peer workers and volunteers through the development of marketing materials and partnerships.
- Manage the volunteer expenses budget and identify and apply for additional sources of funding for activities with people in recovery.
- Develop mechanisms to monitor and evaluate the project and provide reports to Peer Recovery Steering Group, funders and strategic bodies as required.

Specific Duties

The Peer Recovery Co-ordinator will be required to work in partnership with local communities and partners to identify and recruit people with their own, direct or indirect, experiences of drug and alcohol problems to become peer workers and volunteers who will support the development and facilitation of recovery activities across Dundee. Specifically the post holder will:

- Work with the Steering Group and other partners to develop a range of peer volunteer roles across services and in the community that will take into account the different levels of skills and confidence of people in recovery from drug and alcohol problems.
- Support and develop peer involvement in the design and delivery of the volunteer service and link with other stakeholders including drug and alcohol services, generic services, family members and carers, local community.
- Outline a development plan for the involvement of peers and volunteers in the delivery of activities to support people in recovery in Dundee.
- Develop and maintain appropriate recruitment and selection processes for peer volunteers at different stages of their recovery.
- Design and deliver training packages to support volunteers to carry out their peer mentor and volunteer roles effectively. This will include, but not be exclusive to, confidentiality, promoting recovery, stigma and safeguarding the welfare of children and adults.
- Support the recruitment, selection and induction of peer workers.
- Provide ongoing support and supervision to volunteers.
- Encourage referrals to the service and work with local statutory and voluntary sector partners.
- Develop paperwork and processes to ensure smooth running of the service.
- Develop recording and monitoring processes to ensure that all project outputs and outcomes can be evidenced.
- Ensure effective management and recording of budget spending.
- Develop mechanisms for on-going stakeholder feedback to evaluate project and inform service improvements.
- Produce comprehensive and detailed reports for the Steering Group, funders and stakeholders on a quarterly basis.
- Advise the Steering Group on options to support the on-going involvement of peers in the delivery of recovery activities beyond the scope of the project.
- Contribute to statutory responsibilities for safeguarding child and adult protection and welfare.

Professional Responsibilities

- Ensure own and others' adherence to all Volunteer Dundee policies, procedures and practices and contribute to their continuous improvement e.g. Health & Safety, Lone Worker Safety Systems, Protection of Children and Vulnerable Adults.
- Keep up to date with all current legislation, changes in legislation, operating procedures and guidance affecting service users and service development, including child welfare and protection and adult support and protection.
- Represent and promote the service at local, regional or national events or meetings, as required.
- Keep clear and comprehensive records of volunteer recruitment, training and supervision as well as personal action plans, and monitor and evaluate all action undertaken.
- Participate in own continuing professional development plan, including regular support and supervision meetings, learning & development activities.
- Participate in policy developments and reviews, in-service training, information exchanges and case review meetings.
- Contribute to the marketing strategy to a range of stakeholders, including service users, carers, communities and other professionals.
- Participate in the day to day delivery of services in and from the local base, and other locations as required.
- Ensure best practice is promoted and followed.

People Management

- Recruit, select and induct peer volunteers and peer workers as required.
- Keep clear and comprehensive records of volunteer work plans and learning & development plans to monitor and evaluate all action undertaken, including participation in staff annual appraisals.
- Support continuing professional development plans – based on the competencies required for their work role, including regular support and supervision meetings, learning and development activities, annual appraisals and observation of practice, working within VD policies and procedures.
- Develop a personal professional development plan – based on the competencies required for this role, including learning & development activities, leading the appraisal process and ensuring regular support and supervision meetings with all staff.
- Participate in own continuing professional development plan, including regular support and supervision meetings with the Business Manager, learning & development activities and annual appraisals.

Reporting and Monitoring

- Comply with all required administrative tasks.
- Measure and report on service outcomes, taking proactive measures to improve performance and service delivery to ensure targets are met.

- Maintain up to date records of all work and assist, as required, in the collection and collation and presentation of relevant service statistics/information.
- Prepare and/or present service information to a range of stakeholders, including presenting information and written reports as required.
- Manage the recording of volunteer records on local databases.
- Lead evaluation of service through engaging with service users and other stakeholders to gain feedback.
- Lead the improvement of services through data analysis and evaluation of service.

OTHER DUTIES

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time.

RESPONSIBLE TO

Business Manager, Volunteering

MAIN WORKING CONTACTS

- a) **Internal:** Volunteer Dundee staff and volunteers.
- b) **External:** Partner organisations and their service users. Peer workers and volunteers.

CONDITIONS OF SERVICE

- These are set out in the organisation's conditions of service.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an Equal Opportunities policy and seeks to be an equal opportunities employer.

SALARY: £25,404 per annum

HOURS OF WORK: 35 hours per week to be worked in accordance with VCD Conditions of Service. This post will involve evening and weekend working.

CONTRACT: Fixed-term to 31 March 2021

ANNUAL LEAVE: 27 days per year, rising one day per year according to service up to 32 days, and Christmas closure

TRAINING: All Volunteer Dundee employees have the opportunity to request training and development in line with the Internal Staff policy.

PERSON SPECIFICATION

Job Title: Peer Recovery Co-ordinator

Attributes	Essential	Desirable
<p>Experience</p>	<p>Experience of managing and successfully motivating teams to meet targets and agreed outcomes</p> <p>Ability to work as part of a team</p> <p>Proven current experience of working with adults with drug/alcohol problems, mental health, homelessness or offending</p> <p>Good communication skills, both verbal and written</p> <p>Experience of working with challenging and vulnerable adults individually and in groups</p> <p>Practical experience of supporting, enabling or mentoring others to deliver services or to engage with individuals</p> <p>Practical experience of working with adults who have many barriers due to social isolation, supporting them to access and be involved in activities in a range of community settings</p> <p>Practical understanding of issues relating to supporting peer volunteers or volunteer involvement in the delivery of services</p>	<p>Experience in establishing and delivering a range of training programmes and helping support volunteers in their role</p> <p>Experience of managing recruitment and selection processes</p> <p>Experience of working with individuals involved in the criminal justice system</p>
<p>Skills (Generalist)</p>	<p>Full current driving licence</p> <p>Knowledge of information technology including MS Office e.g. Word, Excel, Powerpoint.</p>	
<p>Skills (Specialist)</p>	<p>Basic knowledge of relevant legislation, housing legislation and social policies</p> <p>Proven report writing skills</p>	

	<p>Proven presentation skills</p> <p>Ability to liaise, negotiate and work with other agencies</p> <p>Ability to work on own initiative</p> <p>Ability to be confident, enthusiastic, tolerant, flexible and creative</p>	
Education & Qualifications	<p>Relevant professional qualification or significant experience in the field of drug/alcohol interventions/volunteering</p>	<p>First aid certificate</p> <p>Understanding of basic Health & Safety requirements</p>
Inter-personal & Social Qualities	<p>Ability to engage with a wide range of individuals and agencies</p> <p>Ability to challenge discrimination</p> <p>Experience of being able to encourage, develop and motivate others</p> <p>Willing to work out-with normal working hours</p> <p>A willingness to undertake further training relevant to the post</p>	