**JOB DESCRIPTION – YOUTH RECOVERY CO-ORDINATOR – The GIVIT**

**Organisation: Regen:fx Youth Trust**

**Location: Multiple Locations, South Lanarkshire**

**Hours: 35 hrs per week (including evenings and some weekends)**

**Salary: £29,757**

**Term: Fixed Term 3yrs (possible further 2yrs)**

**Posted: 28 Jan 2022**

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| **GENERAL** | |
| **Role** | **Youth Recovery Co-ordinator - The GIVIT** |
| **Purpose** | The Youth Recovery Co-ordinator will be responsible for establishing a vibrant Youth Recovery Community and Culture that is attractive to young people, fit for purpose and all inclusive.  It is imperative that the Co-ordinator builds an environment conducive to learning, in multi-functional spaces that easily allow for supporting both volunteers and participants of the service.  This will include planning weekly programmes of activity, overseeing and facilitating groups, recovery planning, case reviews and the establishment of the first visible Youth Recovery Community in South Lanarkshire.  This role will need someone who has extensive knowledge in the field of alcohol & substance use, preferably with a Youth Work background and a strong focus on early intervention and prevention work. You will develop staff and volunteers around the Youth Recovery Hub to ensure a sustainability of a supported environment for young people.  You will also establish **The GIVIT** Youth Advisory Panel recruiting and developing a group of LLE volunteers to become first responders in the recovery hubs.  In addition, you will have line management responsibility for 4 navigators and expected to facilitate weekly case reviews and support sessions to ensure a consistency of good practice. |
| **Reporting to** | **Project Manager** |
| **Liaising with** | Senior Management Team, partners, wider Regenfx staff team, volunteers, sessional workers, young people, and external bodies. |

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| **KEY AIMS AND RESPONSIBILITIES** | |
| **Key Aims** | * Deliver targeted and early intervention addiction recovery service working with young people aged 13 to 25 * Co-ordinate Navigators, sessional workers and peer support staff to facilitate and promote a visible recovery community for young people within south Lanarkshire * Regular multi-disciplinary meetings with navigators in the implementation of 1to1 support, group work and interventions for young people. * Develop partnerships and referral routes with other professional bodies eg. Health, Education, prisons, community groups etc. * Ensuring a high-quality service that engages young persons and promotes recovery and positive behaviours and outcomes. * Ensure the timely and accurate collection, recording and reporting of data * Contribute to the creation of an outcome focussed culture as well as participate in a learning culture for all that consciously celebrates and engages with diversity * Manage the delivery of appropriate training for all **GIVIT** staff with support of the project manager in a timely manner. |
| **Key** **Responsibilities** | * Assist in the recruitment, development and retention of staff creating an environment for staff to thrive. * Oversee the management and support of the navigators in the 4 satellite hubs throughout South Lanarkshire. * Ensure consistent and specialist intervention training that coincides with the recovery and the cycle of addiction * Face to face intervention work on both 1:1 and group work capacity with the ability to communicate complex information in a way that is easily understood. * Liaise with other organisations and agencies involved with the service users broader care plan providing a full multi agency approach * Be creative and innovative so that the service best suits the participant, promoting access into treatment and the continued engagement with unrepresented young people and communities * Regular support meetings with Project Manager and Regen:fx Senior Management Team when required * Ensure that all aspects of confidentiality are adhered to and that consent to share information is a key element of building trust * Support existing partnerships and develop new opportunities for collaboration that strengthen GIVIT service * Undertake all relevant monitoring and evaluation as required by the service and submit regular progress report to projects manager * Maintain records as required by the service. |
| **Additional Responsibilities** | * Develop and maintain effective working relationships with wider staff team at Regenfx and those working in external agencies. * Accurately update and maintain records and care plans to ensure the timely submission of reporting * Excellent time management skills, and an ability to work on own initiative, prioritising accordingly. * Participate in in-house team events and any identified training. * Maintain professional and personal development to meet the changing demands of the role. * Demonstrating a highly cooperative approach to supporting colleagues and the whole team to deliver Service objectives, as well as in working directly with service users and their significant others |

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| **JOB AND PERSON SPECIFICATION** | |
| **Essential knowledge and experience** | Qualifications   * Relevant diploma/degree level or equivalent in related field i.e. Youth Work, Addictions/Drugs & Alcohol Studies, Health Social Care.  Experience & Knowledge  * Youth Work Background or extensive experience of working with young people * Alcohol & Substance use working background * Line manage staff effectively and support staff development. * Ability to deliver a quality level of service to young people with complex needs. * Knowledge of the principles of recovery and challenges faced by those seeking recovery * Excellent understanding of the barriers that prevents young people engaging with services particularly those affected by substance misuse. * Driving licence and access to transport. |
| **Desirable skills, knowledge and experience** | * Experience of delivering training. * Lived or Living Experience * Knowledge of basic physical, emotional, mental and spiritual difficulties common to assisting recovery from substance misuse. * Great team working, communication and interpersonal skills * Working with high tariff families and young people * Knowledge of drug legislations in Scotland * Experience of supporting and promoting a specialist service with service users, communities, and partners * Knowledge of the principles of recovery and challenges faced by those seeking recovery * Strong knowledge and understanding of aspects of addiction and ROSC |
| Personal Qualities | * A genuine interest in working with young people, particularly with addictions * Holistic and therapeutic approach to working * Ability to communicate at all levels effectively. * Good observational and analytical skills. * Ability to motivate and enthuse others. * Personal commitment to making activities equally accessible and appropriate to the diverse needs of young people. * Approachable and non-judgemental. * Ability to work under pressure. * Ability to work autonomously and as part of a team. * Ability to work flexibly and proactively. * Sound IT skills including social media. |
| Training and Development | * Willingness to undertake training as required. |