



**Job Description and Person Specification  
Substance Use Recovery Development Team Leader  
Forth Valley Recovery Community (FVRC)**

<b>Job Title:</b> Substance Use Recovery Development Team Leader		<b>Organisation:</b> Recovery Scotland
<b>Reports to:</b> Recovery Scotland Chief Executive Officer	<b>Scope:</b> Forth Valley	<b>Salary:</b> £28,827 - £31,399 Pay scale SJC points 31 - 34 inclusive
<b>Duration:</b> This is a limited-term position until <u>31 March 2024</u> with the possibility of further extension depending on the availability of funds and the performance of the post holder.		
<b>Hours: Full time (35 hours per week).</b> There is an essential requirement for regular evening and weekend work to ensure that the duties of the post are fulfilled. There is no overtime for such work and Recovery Scotland's TOIL policy will apply.		
<p><b>Purpose of role:</b></p> <p>To lead the FVRC's team of Recovery Development Workers, Assistant Recovery Development Workers, Recovery Peer Supporters and Recovery Volunteers in promoting the work of the FVRC and to promote, develop and sustain recovery networks within treatment services, other support services and the wider community for people recovering from problematic substance use.</p> <p>To prioritise working in specific areas of deprivation, social exclusion and poverty to support people in accessing services and participating fully in recovery, but the post's work shall not necessarily be exclusive to such areas.</p> <p>To strengthen peer-led recovery across Forth Valley and with the agreement of Recovery Scotland's Management team and members of the FVRC, take the strategic lead in advancing the FVRC's interests.</p> <p>To contribute towards Recovery Scotland's corporate aims in promoting recovery.</p>		
<p><b>Regular interface with stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Recovery Scotland Chief Executive</li> <li>• Recovery Scotland Team Leaders</li> <li>• Recovery Scotland Employees</li> <li>• Recovery Scotland Service Users</li> <li>• FVRC Volunteers &amp; Peer Supporters</li> <li>• Members of the FVRC</li> <li>• Commissioners and funders</li> <li>• Other partner organisations &amp; stakeholders</li> <li>• Members of the Public</li> </ul>		

## MAIN TASKS AND RESPONSIBILITIES

### FVRC Activities:

- Provide leadership for the FVRC and act as its spokesperson as and when required.
- Provide line management, leadership, support, supervision and annual appraisals for all direct reports, ensuring that all practitioners are aware of their responsibilities.
- Provide practice development, learning and training opportunities for staff in accordance with organisational strategies and plans.
- Promote the benefits and value of volunteering, peer engagement and peer support networks to people recovering from problematic substance use, in order to support individuals to sustain recovery.
- Encourage and receive enquiries, and assess the needs of individuals affected by problematic substance use to identify their suitability for participating in peer support work, volunteering and community based recovery initiatives.
- Provide a range of individual and group support, mentoring, training and leadership interventions to strengthen individual recovery, volunteering, peer involvement and oversee the development of local recovery initiatives.
- Identify national, community, neighbourhood and local resources including but not exclusive to, self-help groups, mutual aid and 12 step fellowships that can help support people affected by problematic substance use to successfully participate in peer-led recovery initiatives.
- Liaise with and establish effective working relationships with existing peer-led recovery groups in the community.
- Liaise with other professionals, practitioners and organisations where appropriate, to promote the interests of Recovery Scotland and the FVRC.
- Produce written reports on a periodic and regular basis pertaining to monitoring and evaluation of the FVRC's performance including progress reports on peer support networks.
- Attend internal and external meetings, multi-agency fora and planning groups as required on a periodic and regular basis and to submit written reports as required.
- Maintain and develop personal development and learning plans as agreed locally and to be responsible for own professional development.

### Health & Safety Executive (HSE) Responsibilities and Accountabilities

- Responsibility for the safety of self & others.
- Provides visible active commitment to HSE – leading by example, acting on HSE concerns.

### Revenue/Budget Responsibility

- Work with Recovery Scotland's Chief Executive in developing budgets and ensuring that effective financial management systems, petty cash controls and monitoring processes are in place.
- Work with Recovery Scotland's Management Team to develop income generation & resource procurement plans.

### Quality/Governance Responsibilities and Accountabilities

- Promote adherence to Recovery Scotland's managerial human resources, health and safety and corporate requirements, ensuring that all practitioners are aware of their responsibilities.
- Ensure that all work plans, records and reviews are kept up to date and stored securely and that the electronic recording of performance indicators, statistical returns and monitoring data is carried out regularly and timeously.
- Follow Recovery Scotland's policies and procedures and other national guidelines such as Child Protection Guidelines, Adult Support and Protection Guidance & Procedures and the Scottish Government's Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services.
- Adhere to the Scottish Social Services Council (SSSC) Code of Practice for Employees and to contribute towards Recovery Scotland's compliance with the SSSC Code of Practice for Employers.

*This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the employee in this role. Recovery Scotland reserves the right to require employees to perform other duties from time to time. Recovery Scotland also reserves the right to vary or amend the duties and responsibilities of the postholder according to the needs of the organisation's business, in consultation with the postholder.*

## PERSON SPECIFICATION

<p><b>KNOWLEDGE &amp; EXPERIENCE</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Recognised professional qualification or training award in social care or health care or community work or counselling or addictions to a minimum SVQ level 4 or equivalent. *</li> <li>• Minimum of two years' experience of working with or supporting people in recovery from problematic substance use or addictive behaviours or mental health problems.</li> <li>• Successful experience of understanding, developing and delivering recovery initiatives.</li> <li>• Understanding of and familiarity with interventions in substance use settings such as motivational interviewing, relapse prevention, Cognitive Behavioural Therapy (CBT), mutual aid, self-help groups and 12 step fellowships.</li> <li>• Understanding of the principles and application of service user involvement and community development work.</li> <li>• Lived experience of recovery from problematic substance use or addictive behaviours.</li> <li>• Minimum of two years' stability from problematic substance use or addictive behaviours.</li> <li>• Understanding of and commitment to the Scottish Social Services Council (SSSC) Code of Practice for Employees.</li> </ul> <p><i>* If applicants do not hold such an award or recognised qualification they must be prepared to obtain, at their own cost, a suitable qualification within 12 months of commencing employment with Recovery Scotland. A suitable qualification would be accredited by the Scottish Qualifications Agency (SQA) at Scottish Credit and Qualifications Framework (SCQF) Level 8.</i></p>	<p><b>Demonstrable through</b></p> <p>Qualifications record / Certificates</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p>
<p><b>SKILLS, ABILITIES &amp; APTITUDES</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• High level of verbal and written communication skills.</li> <li>• Excellent organisational skills and ability to manage day to day work.</li> <li>• Ability to motivate, supervise, line manage and lead a dedicated staff team.</li> <li>• Competent IT skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work.</li> <li>• Ability to work under own initiative.</li> <li>• Ability to organise and chair meetings</li> <li>• Ability to manage a demanding workload and meet deadlines.</li> <li>• Ability to recognise and manage one's own resilience.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to successfully initiate, facilitate and lead groups.</li> <li>• Ability to successfully network with various stakeholders</li> <li>• Ability to work flexibly and creatively in recruiting, deploying, motivating, supporting &amp; developing volunteers.</li> <li>• Experience of managing volunteers.</li> </ul>	<p><b>Demonstrable through</b></p> <p>Application</p> <p>Application &amp; Interview</p> <p>Application</p> <p>Application</p> <p>Application &amp; Interview</p> <p>Application</p> <p>Application &amp; Interview</p> <p>Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p>
<p><b>OTHER</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• In receipt of a driving license and access to a vehicle during working hours.</li> </ul>	<p><b>Demonstrable through</b></p> <p>Application</p>