



Job Description and Person Specification – Recovery Coach HMP Edinburgh

Job Title	Recovery Coach/Trainer
Reports to	Chief Recovery Officer
Scope	HMP Edinburgh
Duration	4-year Fixed Term post
Hours	Full Time – 35 Hours (flexible)
Salary	Salary Scale £26,500 - £30,000. Evening Work may be required, Overtime is not available There is no overtime for such work and Recovery Coaching Scotland's TOIL policy will apply.

PURPOSE OF THE ROLE:

- To work under the direction of the Chief Recovery Officer and SPS management team to provide a range of recovery focussed activities within HMP Edinburgh.
- To develop and support an effective, prison based, peer support network for people recovering from substance use. The postholder is also expected to apply the principles of a Recovery Orientated System of Care (ROSC) in his/her day-to-day work.
- To contribute towards Recovery Coaching Scotland and Scottish Prisons Service corporate aims in promoting recovery.
- This role might require the post holder to work directly with people who are still in active addiction as well as people who are in early stage of their recovery.

The focus of the role will be to support residents to:

- Successfully complete the RCS 10 Week Self-Coaching programme,
- Improve their mental wellbeing,
- Stabilise and sustain their recovery,
- Acquire skills for life through education and training opportunities, and empower them to reintegrate into the wider society, post prison.



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MAIN TASKS & RESPONSIBILITIES

The post holder is expected to;

- Deliver the Recovery Coaching Scotland 10 Session Self-Coaching Training Course, with multiple cohorts of residents with HMP Edinburgh: mark and grade assessments according to the assessment strategy and marking guidelines.
- Support residents whilst they are participating in the course by providing 1:1 Strengths Based Recovery Coaching.
- Encourage and promote a range of recovery focussed, peer led recovery groups and activities as directed by SPS and RCS team. These may be within the residential areas of the establishment.
- Work closely with SPS and CGL teams to identify candidates for Prison to Residential Rehabilitation programme.
- Develop relationships with all partners in the P2R scheme, carry out assessments with candidates and any pre release work that is required.
- Develop and deliver plans for the P2R scheme to support residents with throughcare to rehab (including transportation).
- Promote the benefits and value of peer engagement, peer support networks and the prison Recovery Community to people recovering from substance use, to encourage and support individuals to sustain their recovery.
- Help identify resources that can support people affected by substance use to successfully participate in peer-led recovery initiatives.
- Manage designated recovery areas in partnership with recovery officers and other staff.
- Ensure that any spaces that are used for recovery activities comply with SPS fire prevention, health and safety, security, or management requirements.
- Support volunteers and oversee volunteers' activities within the recovery hub or any other regular recovery events as so required.

Quality/Governance

- Adhere to Recovery Coaching Scotland managerial, human resources, health and safety and corporate requirements.
- Follow Recovery Coaching Scotland 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) and Scottish Prisons Service Code of Practice for Employees.

Health & Safety Executive (HSE)

- Responsibility for the safety of self & others.
- Carry out duties in line with SPS safeguarding rules.
- Provides visible active commitment to HSE – leading by example, acting on HSE concerns.

Regular interface with stakeholders:

- Recovery Coaching Scotland Chief Recovery Officer
- HMP Edinburgh Management Team & Staff.
- Recovery Coaching Scotland Partners, NHS, CGL EMORS.
- HMP Edinburgh Residents
- Volunteers for RCS within HMP Edinburgh.
- Other partners & stakeholders



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- Support residents to build and maintain motivation, cope with urges, manage thoughts, feelings and behaviours and live a balanced lifestyle.
- Motivate, support and where necessary accompany residents to attend support groups within the establishment.
- Encourage residents to engage with work roles where available within the recovery hub.
- Collate residents' feedback/questionnaires and assess this information to identify needs.
- Evaluate offered services to identify gaps and improve service provision.
- Promote service user involvement.
- Liaise with other relevant voluntary and statutory services to support residents.

General

- Attend internal and external meetings, including supervision, team & management meetings, multi-agency fora and planning groups as required on a periodic and regular basis.
- Produce written reports on a periodic and regular basis pertaining to monitoring and evaluation of the service performance.
- Attend relevant training as and when required.
- Positively represent Recovery Coaching Scotland at various events.
- 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.
- Maintain and develop personal development and learning plans and to be responsible for own professional development, in discussion with Line Manager
- Carry out other duties and tasks that Recovery Coaching Scotland might reasonably require.

This is a completely new role and as such it will develop with the postholder and in close collaboration with SPS team.

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 Coaching Scotland reserves the right to require employees to perform other duties from time to time.

Recovery Coaching 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

LIVED EXPERIENCE

Desirable

It is anticipated that this post will attract an individual with lived experience of recovery from problematic substance use or addictive behaviours, such as problem gambling, or someone who has been directly affected by another person's substance use or addictive behaviours. It is also anticipated that the applicant may have experience of the Criminal Justice System. Individuals with lived experience must be at least six-month free from problematic substance use or addictive behaviours (however this will be dependent on the candidate). Any candidate must pass enhanced vetting by Scottish Prisons Service, no offer of employment will be made until this is satisfied.

KNOWLEDGE & EXPERIENCE	Demonstrable through
Essential <ul style="list-style-type: none">• Achieved, working towards or willing to achieve Recovery Coach Professional Qualification.• Experience delivering training with vulnerable groups.• Experience delivering 1:1 Support or Coaching with vulnerable people.• Understanding of and commitment to follow the Scottish Social Services Council (SSSC) Code of Practice for Employees.• Understanding of the impact that problematic substance use can have on individuals, families and communities.• Understanding of and familiarity with what works to promote and sustain recovery from problematic substance use• Experience and involvement in recovery initiatives.• Ability to successfully initiate, facilitate and lead groups.	<ul style="list-style-type: none">• Application & Interview• Interview• Interview• Application & Interview• Application & Interview• Application & Interview• Application & Interview



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Desirable

- A recognised & relevant professional qualification to a minimum SVQ level 3 or equivalent.
- Experience of a secure setting.
- Experience of working and/or volunteering in a care or community development setting.
- In receipt of a driving license and access to a vehicle during working hours.

- Qualifications record / Certificates
- Application & Interview

SKILLS, ABILITIES & APTITUDES

Essential

- Ability to work enthusiastically, flexibly, and creatively in motivating, supporting & developing others.
- Ability to develop new aspects of the role in partnership with SPS officers.
- Excellent level of verbal and written communication skills.
- Competent skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work.
- Ability to provide individual peer support.
- Ability to recognise and manage one's own stress.
- Organisational skills and ability to manage day to day work.

Demonstrable through

- Application & Interview