



RECRUITMENT PACK

RECOVERY DEVELOPMENT CO-ORDINATOR

APRIL 2024



WHO ARE WE?



Our Mission

We will empower, connect, listen to, and inform the people of Inverclyde. We will provide opportunities to improve people's health and wellbeing so they can thrive and strengthen their communities by listening, engaging, encouraging, and motivating.

Our Vision

To empower people to address inequalities and live healthy and fulfilled lives.

Our Way of Working

We will achieve success by listening to and acting on the views of people who use services and their carers, supporting them to speak up and make a difference, challenging stereotypes and promoting equality, identifying common issues of concern and developing solutions and Influencing policy and practice.

Our Values

Person Centred

We are committed to placing the person at the centre of the service to empower them to achieve their aspirations and improve their health & wellbeing.

Equality & Inclusion

We champion the importance of equity based on need, creating an environment where all people are truly welcomed, valued and respected.

Openness & Accountability

We take ownership, be transparent, honest and committed to listen to and be responsive to the needs of our community.

Trusting relationships

We treat everyone with respect, courtesy, compassion, kindness and dignity.

Quality & Teamwork

We work collaboratively, encourage participation and actively listen to and learn from communities, partners and each other, to widen our understanding of the needs and experiences of the communities we serve.



Your Voice, Inverclyde Community Care Forum

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RECOVERY DEVELOPMENT CO-ORDINATOR

Job Description

The post holder will be responsible for the strategic and operational delivery and development of our 7 days a week, including evenings and weekends Recovery Communities Service, with support from our staff team. This includes;

- Delivering and developing of our 7 day Recovery service, with support from our Recovery staff and volunteers, ensuring we meet the outcomes of the Recovery communities Services contract.
- Co-ordinating and developing recovery activity incorporating a range of partner services and supports.
- Day to day line management, support, supervision, and development of our recovery staff. This will include the completion of relevant paperwork and follow up actions accordingly.
- Supporting the delivery and development of our volunteer recruitment, training, support and supervision, ensuring compliance with policies and procedures.
- Accurately recording and producing regular activity, progress and evidenced based reports, incorporating monitoring and evaluation processes.
- Actively participate and bring the lived experience collective voice to the Alcohol & Drug Partnership and associated strategic planning and development groups.
- Work closely with partners to develop and review effective pathways and process for referrals and partnership working.
- Ensure relevant risk assessments are completed, implemented, and reviewed.
- Adopt and promote Trauma Informed Practice.
- Triage referrals, including self referrals and carry a small case load.
- Deliver and develop awareness raising campaigns and organise community events.



PERSON SPECIFICATION

RECOVERY DEVELOPMENT CO-ORDINATOR

Essential

- Experience of delivering a similar service.
- Knowledge and understanding of Recovery Orientated System of Care and recovery approaches, tools and techniques.
- Ability to play a leading role in contributing to the development of Recovery Communities across Inverclyde.
- Experience of managing and supporting staff.
- Good organisational, planning, monitoring, and evaluation skills.
- Effective communication skills across a range of diverse situations and environments, setting and maintaining high professional standards and values.
- Excellent written and oral communication skills including digital tools and system literacy.
- Knowledge and understanding of Recovery models including the role of Peer Mentors.
- Understanding of the impact of substance misuse on individuals, their families and communities.
- Good team working skills.
- Strong values of empathy and understanding relating to individuals, families and communities affected by alcohol and drug misuse.

Desirable

- Relevant qualification or at least 2 years' experience in a similar role.
- At least 2 years' experience of people or volunteer management skills.
- Experience in leading and managing change and implementing new practices.
- Experience in Assets Based Community Development work.

Inverclyde Community Care Forum is an equal opportunities employer.
Please complete the enclosed application form and return to us marked 'private and confidential' before the 22nd April 2024.

SUMMARY



Job Title

Recovery Development Co-ordinator.

Responsible To

Chief Executive Officer.

Contract

March 2025, with possibility to renew.

Hours/Overtime

35 hours per week. Job share considered. As soon as possible.

Salary

£30,307 per annum.

Holidays

32 days annual leave, increasing with service.

Pension

3% pension employer contribution.

Benefits

Regular staff team building activity days.
Cycle to Work scheme.

How to Apply

Send your CV, cover letter and references to our enquiry email, or apply online:

enquiries@yourvoice.org.uk

www.yourvoice.org.uk/vacancies

Application Deadline

22nd April 2024.

Start Date

Probationary Period

3 Months.

Data Protection

ICCF Your Voice are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection, in line with General Data Protection Regulation GDPR and the Data Protection Act 2018.

More information about our GDPR policy:
www.yourvoice.org.uk/contact-us