



Job Description and Person Specification

Project Co-ordinator - (Senior Recovery Development Worker) Assertive Recovery Outreach Service (AROS)

Job Title: Project Co-ordinator - Assertive Outreach		Organisation: Recovery Scotland
Reports to: Recovery Scotland Service Manager	Scope: Forth Valley	Salary (Pro-rata): £26,735 - £28,676 Pay Scale: SJC Points 28 - 30 inclusive
Duration: This is a fixed-term position until 31 October 2026 with the possibility of further extension depending on the availability of funds and the performance of the post holder.		
Hours: Full-time (35 hours per week) or Part-time (28 hours per week) - There is an essential requirement for 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>Purpose of role: The purpose of the role is to coordinate the services of the Assertive Recovery Outreach team, supporting and directing its efforts to engage with hard-to-reach individuals, who are at risk from problematic substance use and associated mental health problems, and support them to engage with treatment and recovery services.</p> <p>The main focus of the role is to:</p> <ul style="list-style-type: none"> • Support the members of the Assertive Recovery Outreach Team in carrying their roles across Forth-Valley. • Engage with hard to reach individuals to access the Forth Valley Recovery Community activities or other relevant treatment, care and support service. • Prioritise extending the reach of the Assertive Recovery Outreach team into areas of deprivation, social exclusion and poverty, with the understanding that the team's work shall not be exclusively restricted to such areas. • Promote, develop and sustain the presence of Assertive Recovery Outreach activities within the wider community and to promote opportunities of recovery from problematic substance use. • Strengthen peer-led recovery across Forth Valley. • Work closely with Recovery Scotland's Management Team to expand our recovery network and develop our partnership working with other services. • Advance the interests of the Assertive Recovery Outreach Service and contribute towards Recovery Scotland's corporate aims in promoting recovery. 		
<p>Regular interface with stakeholders:</p> <ul style="list-style-type: none"> • Recovery Scotland Chief Executive and Managers • Recovery Scotland Team Leaders and Project Coordinators • Recovery Scotland Employees • Recovery Scotland Service Users • FVRC Volunteers & Peer Supporters • Members of the FVRC • Other partner organisations & stakeholders • Commissioners and funders • Members of the Public 		

MAIN TASKS AND RESPONSIBILITIES

Coordinator Activities:

- Coordinate the provision, maintenance and development of high quality engagement for individuals who may be unknown to treatment services, or at the periphery of service engagement.
- Effectively plan and implement strategies to improve service users' access to Forth-Valley Recovery Community's activities and other relevant services across all three local authority areas.
- Coordinate the deployment of the AROS team across all three local authority areas in Forth-Valley and oversee the delivery of the service activities to meet the established aims of the service.
- Identify barriers to engagement and work creatively to reduce those barriers.
- Oversee worker caseloads, liaise with and refer to other professionals, practitioners and organisations and participate in joint reviews or case conferences as required.
- Liaise with other service leads and organisations where appropriate, to develop and maintain referral pathways across services in the Forth-Valley area.
- Promote and maintain a culture of psychological safety in which staff can speak openly about issues faced in the workplace.
- Work with the Assertive Recovery Outreach Team and relevant stakeholders to develop a range of individual and group support, mentoring and training interventions to improve self-efficacy, wellbeing, independence and ultimately meaningful participation with services.
- Represent Recovery Scotland on relevant external groups and at meetings and events as required.
- Work with key partners and stakeholders to promote the benefits and value of engagement with the organisation, peer support networks and the Forth Valley Recovery Community (FVRC) for people recovering from substance use, in order to encourage and support individuals to sustain their recovery.
- Promote Recovery Scotland's activities, services and educational and training courses to service users, professionals and practitioners within other treatment services, care organisations, social work departments, Criminal Justice services and other organisations within Forth Valley.
- Identify and promote a range of recovery focused, leisure, recreational and social activities within the community and encourage service users' engagement with such activities.
- Build and maintain trusting relationships with service users, supporting them to access the Forth Valley Recovery Community (FVRC) activities and other services as required.
- Accurately record, monitor and evaluate service users' care/recovery plans.
- Identify community, neighbourhood and local resources including but not exclusive to, self-help groups, mutual aid and 12 step fellowships that can help support service users to successfully participate in peer-led recovery initiatives.
- Liaise with and establish effective working relationships with non-traditional organisations in all three local authority areas to increase access to services.
- Promote service user involvement in the delivery of support and care.
- Support the wider Recovery Development team, recovery peers, volunteers and students on placement in carrying out their duties.

General

- Attend internal and external training sessions and meetings as required on a periodic and regular basis, including supervision and team meetings, multi-agency fora and planning groups.
- Contribute to any data collection, provide quantitative and qualitative information and submit written reports on a periodic and regular basis pertaining to monitoring and evaluation of the service performance and peer support networks.
- Maintain and develop personal development and learning plans as agreed locally and to be responsible for own professional development, in discussion with Line Manager.
- Apply the principles of a Recovery Orientated System of Care (ROSC) in his or her day-to-day work.
- Carry out other duties and tasks that Recovery Scotland might reasonably require.

Health & Safety Executive (HSE) Responsibilities and Accountabilities

- Responsibility for the safety of self & others.
- Visible and active commitment to HSE – leading by example, acting on HSE concerns.
- Manage designated recovery activities and any other activities as required through being the responsible reference person and key holder for the premises.
- Ensure that any premises that are used comply with any fire prevention, health and safety, security or management requirements.

Quality/Governance Responsibilities and Accountabilities

- Adhere to Recovery Scotland's managerial human resources, health and safety and corporate requirements, ensuring that all volunteers 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.

Revenue/Budget Responsibility

- Work with Recovery Scotland's management team to ensure that effective financial management systems, petty cash controls and monitoring processes are in place.
- Manage a petty cash float where required and ensure that petty cash and receipts are secured safely and properly at all times.

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 post holder according to the needs of the organisation's business, in consultation with the post holder.

PERSON SPECIFICATION

LIVED AND LEARNT EXPERIENCE

Essential

It is anticipated that this post will attract an individual **with "lived" and/or "learnt" 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. Consideration would also be given to candidates who may have lived experience in recovering from mental health problems or who have been directly affected by someone else's mental health problems. **Individuals with lived experience of substance use must be at least 36 months free from problematic substance use.**

KNOWLEDGE & EXPERIENCE

Essential

- 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**. *
- Minimum of one year experience of developing projects to support people in recovery from problematic substance use or addictive behaviours or mental health problems.
- Understanding of the contributing factors towards substance use.
- Understanding of the impact that substance use can have on individuals, families and communities.
- Understanding of the principles and applications of harm reduction.
- Understanding of and familiarity with interventions in substance use settings such as relapse prevention, mutual aid, self-help groups and 12 step fellowships.
- Ability to offer trauma informed and person centered interventions to support service users.
- Understanding of the principles and application of service user involvement.
- Commitment to personal and organisational development in standards and excellence.
- Understanding of and commitment to the Scottish Social Services Council (SSSC) Code of Practice for Employees.

** 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).*

Desirable

- Ability to contribute to the business development in line with the organisation's strategies.
- Knowledge of project or service management methodologies.
- Understanding of and familiarity with interventions in substance use settings such as motivational interviewing and SMART Recovery.
- Experience of working and/or volunteering in a care or community development setting.
- Experience of services provided to people affected by homelessness.
- Understanding and experience of delivering recovery initiatives.

Demonstrable through

- Qualifications record / Certificates
- Application & interview
- Application & interview
- Application & Interview
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- Application & Interview

SKILLS, ABILITIES & APTITUDES

Essential

- High level of verbal and written communication and presentational skills.
- Excellent organisational skills and ability to manage day to day work.
- Excellent Ability to motivate, supervise, line manage and lead a dedicated staff team.
- Competent IT skills in using Microsoft office for word processing, e-mails, calendar and database inputting for monitoring and evaluation of own work.
- Ability to work under own initiative.
- Ability to organise and chair meetings.
- Ability to manage a demanding workload and meet deadlines.
- Ability to recognise and manage one's own resilience.
- Ability to work flexibly and creatively

Desirable

- Ability to successfully initiate, facilitate and lead groups.
- Ability to successfully network with various stakeholders.
- Ability to recruit, deploy, motivate, support & develop volunteers.
- Experience of managing volunteers.
- Mediation skills.

Demonstrable through

- Application
- Application & Interview
- Application
- Application
- Application & Interview
- Application
- Application & Interview
- Interview
- Interview
- Application
- Application
- Application
- Application
- Application

OTHER

Essential

- In receipt of a driving license and access to a vehicle during working hours.

Demonstrable through

- Application