

JOB DESCRIPTION

Job Title: Senior Recovery Facilitator

Responsible To: Chief Executive

Salary: £32,400 - £34,953

Hours of Work: 35 hours

THE ORGANISATION

Mindspace Limited is a community-based charity dedicated to enhancing mental wellbeing across Perth and Kinross. Funded by Health and Social Care Partnership, charitable trusts and foundations, Mindspace provides a safe, supportive environment where individuals can access services and resources that promote mental health and recovery.

PURPOSE OF THE POST

To oversee and contribute to the design and delivery of high-quality mental health learning and support materials for students of both the Adult and Young People's Recovery Colleges. Working collaboratively with colleagues, partner organisations, and individuals with lived experience, co-produce and co-deliver effective self-help, awareness, and evidence-based support sessions. Represent Mindspace on relevant committees and working groups, as agreed with the Chief Executive, to support strategic development and advocacy.

RESPONSIBILITIES

1. Provide support and supervision to Recovery Facilitators, overseeing associated tasks including staff absence, holiday scheduling etc.
2. Oversee budgets associated with the running of the adult and YP Recovery Colleges
3. With colleagues, people with lived experience and partners, bring together different expertise to co-produce and co-deliver a structured programme of learning to support wellbeing and recovery.
4. Develop training course materials in line with recovery approach values
5. Working with students help them to identify and develop their own personal development
6. Participate in external forums, workshops and events to promote Mindspace
7. Provide support to the SQA accredited Peer Support training
8. Ensure that adequate records are kept in accordance with the general data protection regulations ensuring the confidentiality of all students

9. Ensure quality of service by actively seeking, collating, monitoring and acting on student feedback
10. Contribute to the development of service guidelines, policies and protocols to ensure that the organisation maintains its high-quality services
11. Provide Link Worker or Practice Educator support to Social Work Students on placement with the organisation.
12. In collaboration with the Chief Executive and people using the service as equal partners, identify and set appropriate missions and goals to ensure the continued development of the service
13. Using the CRM system (Salesforce), ensure that systems are in place to manage bookings, attendance and monitor progress
14. Identify own learning needs through reflection on performance and participation in 1:1 supervision
15. Organise team-specific and participate in wider team meetings, always providing practical support to colleagues
16. Undertake other duties which may be required, and which are commensurate with the post.

The responsibilities outlined above are not intended to be exhaustive and merely serve to indicate the nature and range of tasks involved. They reflect the current needs of the service and in consultation with the post holder are liable to be varied to reflect or anticipate changes to the developing nature of the service.

Person Specification

	Essential Requirements	Desirable Requirements
Professional / Educational Qualifications	<ul style="list-style-type: none"> • Educated to degree level or demonstrable evidence of equivalent. • 5 years' experience of working in mental health services • Experience of supervising staff • Experience of facilitating training programmes • Evidenced portfolio of continuous development 	<ul style="list-style-type: none"> • Ability to undertake the role of Practice Educator/Link Worker or work towards the qualification
Relevant Work / Other Experience	<ul style="list-style-type: none"> • Evidenced ability to work under pressure and support others successfully through stressful situations • Experience of co-ordinating multiple tasks and delivering services according to contracts • Knowledge of mental health issues and appropriate referral mechanisms • Knowledge and understanding of monitoring and evaluation systems • Evidenced examples of positive interactions with groups and individuals 	<ul style="list-style-type: none"> • Experience of working in educational/learning environment • Lived experience of mental health issues is viewed positively
Particular Skills / Abilities	<ul style="list-style-type: none"> • Ability to undertake the Link Worker role with social work students on placement within the organisation • Ability to undertake co-production and co-facilitation of learning sessions with people with lived experience • Ability to prepare accurate and informative reports • Excellent interpersonal, verbal & written communication skills • Excellent organisational, administrative and computing skills • Demonstrable awareness of and responsiveness to individual differences and needs, cultural diversity and 	<ul style="list-style-type: none"> • Knowledge of current challenges and opportunities facing the voluntary /third sector • Ability to take a coaching approach with staff • Experience of reporting to Chief Executive, Funders and Board. • Experience of implementing relevant health & safety requirements.

	<p>equal opportunities</p> <ul style="list-style-type: none"> • A calm but practical approach to solving problems 	
	Essential requirements	Desirable Requirements
Personal Qualities	<ul style="list-style-type: none"> • Excellent team working skills • Commitment to providing a high-quality service • Attention to detail • Ability to prioritise between competing demands and work to strict deadlines • Ability to work with minimal day to day supervision 	<ul style="list-style-type: none"> • Willingness to learn new skills and ways of working