

## Job Description and Person Specification Together Recovery College Facilitator

Job Title: **Recovery College Facilitator**

Responsible to: **Recovery College Team Leader**

Qualifications: **See Person Spec**

Hours of work: 17.5 hours- evenings and weekends expectations (to be discussed)

### Purpose:

To support students of the Recovery College

To deliver courses to adults 18+ within the Recovery College

To facilitate Recovery College courses

To support others attending the RC

To network on behalf of Together We CIC.

### Place of work:

The Recovery College operates over 4 areas within Cumbria - Allerdale, Copeland, Carlisle and Eden - Main office bases are in Whitehaven and Workington but spoke locations may be worked at on occasion.

### Key duties and responsibilities

1. To accept referrals into the service, complete Learner 1:1s and engage learners in follow up appointments.
2. To facilitate RC courses as per the guidance.
3. To keep accurate and clear records of courses and attendees in charity log.
4. To contribute lived experience and co-production to the RC
5. To actively contribute to the development of group work and activities at Together We CIC

6. To maintain confidentiality and work within GDPR.
7. To attend and actively participate in line management meetings, annual appraisals, monthly and quarterly team meetings etc as required.
8. To help with marketing and promotion of the Together We
9. To contribute to the ongoing development of the Together We
10. To maintain good communication with colleagues within Together We, partner organisations and referring agencies
11. To value diversity. To actively promote and ensure good equal opportunities practice at all times and work in an anti-oppressive manner.
12. To adhere to Together We clinical guidelines, code of ethics, policies, procedures and stated aims / core purpose
13. To undertake other duties appropriate to the post as required by the Director

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>How assessed</b>
Lived experience of Recovery College attendance	Essential	In interview/ statements supporting application
Lived experience either direct or indirect of SMI or CMI	Essential	In interview/ statements supporting application
A professional health & social care qualification and or a teaching qualification - Level 2 minimum or equivalent experience	Essential	Application
Good IT skills in Microsoft Office	Essential	In interview/ statements supporting application
Be used to using patient management systems	Essential	In interview
Ability to work as part of a multi-disciplinary team and demonstrating appropriate communication.	Essential	Interview and application
Excellent time management skills.	Essential	Interview and Application
Experience of service development, co-production and marketing.	Desirable	Interview
Ability to establish relationships with people from both clinical and non-clinical backgrounds and communicate effectively showing good understanding of diversity and inclusion issues relating to mental health	Essential but can support to develop this	Interview and application
Emotional resilience to work calmly under pressure, containing anxiety in self and others. Must have the ability to recognise	Essential	Interview

own limitations and seek additional support where necessary.		
Excellent telephone manner	desirable	Interview