

The Organisation

Recovery Cymru is a peer-led recovery community organisation for people overcoming substance misuse based in South Wales. We have three main aims, some of which lead to work that spans Wales and the UK:

- To build the recovery community in Cardiff and the Vale of Glamorgan
- To raise awareness of recovery and challenge stigma and discrimination
- To change systems: raising standards and creating environments for recovery

All our activities are community-led. We value individuals, the process of change and believe recovery is about improved quality of life, not just the absence of a particular substance. Together, we empower and support each other to enter and move forward in recovery; to develop skills and interests and achieve fulfilment. We believe, recovery is a journey which is a lived experience. Crucially, our activities support people to meet others who become a part of their expanding change-supportive social networks. People pick and choose to create their own recovery programmes. Volunteering is at the heart of our model and we advocate volunteering as a positive recovery and life-learning tool

We run two open-access recovery centres, one in Cardiff and one in Barry which are open 365 days per year and a comprehensive programme of activities including:- a selection of informal and structured peer-led self-help groups; 1:1 recovery coaching and buddying; telephone and email support; crisis support, social activities and various social activities.

Since Covid, we operate a full online and 'distance delivery' schedule, including phone, videochat, text, email and online group programmes. We are committed to continuing this long term to increase access and options for people seeking support.

Our members tell us that the Recovery Cymru community is special. It is somewhere our people are accepted, nurtured, respected and feel part of the 'RC Family'.

The team

We have a highly passionate, connected and supportive team, which values each member's contribution. We are interested in and support you as an individual, taking into account your personal circumstances and history. We have a strong focus on wellbeing and training for our staff, taking our responsibility as an employer seriously. We also know that if we take care of you, you are better able to take care of others.

We are proud of our close-knit team and would like to welcome you to the 'RC Family'. You will join a team that is open, communicative and supportive, united by our common goal and belief in the RC philosophy. The trust this builds enables us to gently challenge one another as a 'critical friend' when needed, believing that honesty and transparency is healthy and makes for good team dynamics.

Our team is made up of people with lived experience (personal and family), as well as supporters of recovery. We encourage people to share their stories with us, believing we can all relate to the process of recovery, whether we have personal experience or not. We have all experienced challenges and the need to overcome them.

All our ways of working are underpinned by the values and beliefs of our organisation. If these resonate with you and you are ready to join our team, please read more about the role.

The role

This is an exciting opportunity to join our team in our 10th anniversary year, as we expand what and how we can offer support to our members. Our core work is based around offering skilled, structured and informal peer support to our members, including one to one, recovery coaching, a range of peer-led groups and social activities.

This role will primarily involve offering:

- Telephone recovery support
- 1:1 support and coaching to members
- Groups (less structured, such as peer support and members group and recovery café)

These activities support our members to learn the skills of recovery, gain hope and encouragement, belief in themselves and increase confidence. They support people to become involved in the wider recovery community. Some of our members might need long term support; others a brief period; others dip in and out during difficult times – or get back in touch to celebrate their successes!

This pivotal role is needed because the demand for our support is increasing – both before and because of Covid. We need a dynamic, enthusiastic and skilled individual, who is passionate about recovery and offering peer support to people in an empowering and positive way.

The role will also involve delivering Recovery Cymru groups. You will be part of a team who deliver on a rota. will involve working with our existing members as they grow on their recovery journey, as well as new members. These might be people at the very earliest stages of thinking about change, those in and existing local substance misuse services, pre and post detox and those in long term recovery who want to connect to the wider recovery community. Your work will also bring you into contact with our amazing volunteers.

Presently, we are delivering all our support at a distance and therefore, sessions will be run on the phone, videocalls, text, email and online groups. You will be allocated a 'call list' of people to whom you will offer 1:1 support and you will be on a rota to run informal online groups as and when required.

Full training and equipment will be provided to enable you to do this.

When we are able to return to our centres, we envisage this role will combine centre-based and home-based working. Alongside your colleagues, you will be included in deciding how and when we return to the centres and how this impacts your role.

You will be expected to work independently whilst connecting closely to the team, manage your own workload, and work to deadlines. Monitoring and reporting will be a part of this role, including collecting case studies and stories. Your working week will be varied, a mixture of your regular call lists, facilitating groups and engaging with members in other ways.

This is truly an exciting role in which you can support people to change their lives whilst having lots of opportunity for personal and professional development.

You

You will be able to offer excellent peer support. You will be passionate about recovery.

Ideally, you will have lived experience of recovery and will be in a place of stability to enable you to support others. Staff recovery support and wellbeing is a top priority in Recovery Cymru and you will be fully supported in your own journey whilst undertaking your role. The ways in which we do this is via comprehensive training, additional coaching support (both internal and external), access to team support and additional services if needed. We have a strong staff programme and encourage people to be open and honest about their own experiences – positive and negative, whilst working for us. We believe we can support you in your recovery whilst you support others. We ask for honesty and openness in times of need, should they arise, whether linked to your recovery or not.

The programmes you will be responsible for delivering are based upon peer-support, mutual-aid and self-help models. This is not a counselling or treatment role. It is essential that you are both able to build rapport and work with individuals from all backgrounds including those seeking recovery support, as well as the team. You will be able to work in a non-judgemental and supportive way. We are seeking someone who is passionate and able to form and pursue new ideas for our work.

You will need excellent communication and listening skills, as well as administrative skills. You will be able to work with people in a one to one and group setting, as well as over the phone and using technology platforms such as Zoom. If you do not have experience in using these platforms, training

will be provided. You will be able to work productively and timely on your own, managing your own workload and completing tasks to deadlines. You will also be a team player and be able to ask for help when needed.

If this sounds like you, please read on for overview of terms, specific responsibilities and person specification.

Overview of terms

Job Title	Recovery Cymru Peer Support Worker
Location	Staff are currently homeworking due to Covid-19 (equipment and contribution to costs provided and reviewed quarterly). Once the situation changes, you will work at home, between our Cardiff and Barry Centres as well as in partner agencies - days to be negotiated
Job Summary	To deliver skilled peer support and work with partners to develop and monitor projects.
Responsible To	Project Lead The post-holder will work collaboratively with other staff members, members and volunteers.
Pay Rate	£20493 per annum
Term of Contract	Fixed term contract starting ASAP following interview (subject to DBS check) for 12 months (subject to funding). The post will then be reviewed and potentially extended (subject to funding)
Hours	37.5 hours per week. You may be required to work some evenings and weekends on a rota basis.
Leave	The current annual leave entitlement is 25 days per annum, plus statutory holidays. The leave year runs from 1 st April to 31 st March.
Pension	Recovery Cymru offers a 5% contribution pension scheme subject to 3% employee contributions. This is reviewed annually and is subject to change without notice.
Probationary Period	All new employees are required to serve a probationary period of 6 months. During this period, notice of termination by either party will be one week.
DBS	The post is subject to a Full Enhanced DBS check. Recovery Cymru is an equal opportunities employer and criminal convictions will not necessarily preclude you from this post.
Training	In addition to the Recovery Cymru induction and training programme which includes comprehensive training on delivering peer support within the Recovery Cymru philosophy, training will also be provided in Zoom (on-line meeting platform) and Lamplight (our internal database).
Additional information	Although Recovery Cymru welcomes applications from all qualified sections of the community, we would particularly welcome applications from people with lived experience of personal or family recovery and / or the recovery community.

Responsibilities

All main duties are undertaken under guidance from the Project Lead and Operational Coordinator. The post-holder will work collaboratively with other staff, members and volunteers. When open, all Recovery Cymru Post-holders will be required to assist in the day to day running of the recovery centres and offer member and volunteer support.

This is a comprehensive (although not exhaustive) list of responsibilities associated with the lifetime of the role and not a list of concurrent tasks. This list is subject to change.

- To be responsible for dealing sensitively with the range of complex and challenging issues members and volunteers may present.
- To undertake reflective practice and participate in peer and group supervision
- To ensure that all participants are safeguarded and that good, safe practice is followed in all project activities and to contribute to HR processes.
- To promote the culture of recovery and embed peer support in all your responsibilities
- To facilitate engagement in the recovery community.

- Such other duties as may from time to time be reasonably required

Specific Responsibilities

- To inspire, encourage and support people as they seek peer support to make and maintain change
- To form part of a core team delivering varied peer support, mutual aid and self-help programmes to people at different stages of their recovery journey
- To prepare people to access Recovery Cymru Community and undertake engagement sessions
- To deliver peer 1:1 sessions
- To deliver recovery coaching
- To deliver Telephone Recovery Support
- To work collaboratively with partner organisations, attend meetings and promote the culture of recovery in our collaborations
- To undertake relevant administrative tasks keeping thorough records and providing reports, ensuring the confidentiality of all records and follow GDPR practices.

Person Specification:

Essential:

- Demonstrable understanding and commitment to recovery
- Demonstrable experience and competence of working or volunteering in the substance misuse field or similar environment
- Demonstrable experience of delivering group work
- Demonstrable experience of offering 1:1 support to an identified group
- Ability to engage, motivate and support vulnerable people
- Excellent organisational skills and ability to prioritise and manage own workload
- Ability to follow instruction and stick to a given remit
- Ability to maintain records and provide information for monitoring and outcomes
- An open, positive and non-judgemental attitude and the ability to work in a non-discriminatory framework
- Understanding of and ability to maintain confidentiality
- Experience of using various software packages including Microsoft Office and competent in email and internet usage.
- Access to home internet (a contribution to costs will be paid during homeworking) and mobile phone reception (phone provided)

Desirable:

- Ability to relate one's own experiences to the Recovery Cymru mission
- Previous experience of delivering peer-led support / mutual aid / self help
- Previous experience of working in an office environment
- Relevant qualification(s)
- Full driving license and access to a vehicle
- Experience of monitoring and evaluating a project

Information on how to complete the application form: You must be able to demonstrate that you can fulfil each of the essentials listed above. You may use additional paper. Duplicating the specification statements is insufficient. You may refer to any experience - paid, voluntary and personal - to demonstrate how you fulfil the requirements. CV's in lieu of completed application forms will NOT be accepted. You may submit a current CV in support of your application form.