

## 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:

- **People:** Build the recovery community in Cardiff and the Vale of Glamorgan
- **Voices:** Raise awareness and challenge stigma and discrimination
- **Partnership:** To partner with others to create 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 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.

In partnership with Pobl, Recovery Cymru co-delivers 'Footsteps to Recovery' (Through-care, Aftercare and Recovery Support) in Cardiff and the Vale of Glamorgan. This partnership has developed an integrated model to support people to successfully leave structured treatment services; participate in structured and less structured aftercare programmes; access peer-led recovery community support and engage in volunteering opportunities. Part of the structured aftercare support is the Community Rehabilitation Programme which is delivered in partnership with Pobl.

## 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 & Footsteps 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. You will also work and closely liaise with colleagues from Pobl to ensure successful joined up working across the partnership

## **The role**

This is an exciting opportunity to join our team working in the Footsteps to Recovery partnership. A dynamic, creative and enthusiastic candidate is sought to work alongside our partner Pobl, to deliver aftercare and peer-support recovery programmes. This is a unique post bridging the recovery community and throughcare & aftercare services, thoroughly embedding peer and recovery community support in treatment and aftercare plans and beyond. This is a diverse role requiring a range of skills and qualities and will be based across Recovery Cymru and partner agency buildings (when centres re-open).

The core work is based around offering skilled, structured and informal peer support including one to one; recovery coaching; a range of peer-led groups and social activities.

Presently, we are delivering all our support at a distance and therefore, all support is being offered via phone, videocalls, text, email and zoom online groups.

This role will primarily involve (on-line and in person when centres re-open):

- Telephone recovery support
- 1:1 support
- Structured recovery coaching
- Structured group work
- Monitoring and reporting: - collecting case studies, hard outcomes and using our soft outcome measurement tools.
- Liaising effectively with partners
- Connecting people to community assets

Your working week will be varied, a mixture of your regular call lists, facilitating groups and engaging with members in many ways. 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, including a blended approach of virtual and face to face delivery. Alongside your colleagues, you will be included in deciding how and when we return to the centres and how this impacts your role.

## **Purpose**

The post and activities support people to learn the skills of recovery, gaining hope and encouragement, belief in themselves and increase their confidence. It supports people to become involved in both the recovery community and their wider communities whether that is geographical or their community of interest.

This role will

- Inspire and support people accessing treatment and aftercare to achieve and sustain self-defined recovery and move towards independent community living
- Support people towards planned exits from treatment services and build recovery capital in the community to sustain recovery.
- Promote the culture of recovery and embed peer support within Footsteps to Recovery
- Act as a bridge between through-care and aftercare into the recovery community
- Work collaboratively with our partner organisations
- Facilitate meaningful engagement in the recovery community.

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

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

You will have lived experience of overcoming issues with substance misuse 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 substances 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 in a non-judgemental and supportive way. We are seeking someone who is passionate and creative, 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 under your own initiative and bring a creative passion to your work. 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 Community & Aftercare Worker – Cardiff & Vale
Location	This post will require working from home at the present time, but in the future the location will be across Cardiff and the Vale of Glamorgan. The exact working arrangements will fluctuate, due to need.
Job Summary	To deliver and monitor aftercare and recovery programmes in 'Footsteps to Recovery' (Throughcare, Aftercare and Recovery Support) with partners and to engage people in the recovery community.

Responsible To	Project Lead and Operational Coordinator
Pay Rate	£23,573 per annum
Term of Contract	Fixed term contract starting ASAP following interview (subject to DBS check) to 31 <sup>st</sup> March 2022 in the first instance
Hours	37.5 hours per week. You may occasionally be required to work some evenings and weekends.
Leave	The current annual leave entitlement is 25 days per annum, plus statutory holidays. The leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> 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.
Additional information	This role is part of a unique treatment and recovery partnership approach for adults recovering from drug and alcohol problems in Cardiff and the Vale of Glamorgan. The post-holder will work very closely with our partner organisation Pobl to deliver Footsteps to Recovery. This role requires someone who identifies as a peer i.e. applicants with lived experience of overcoming issues with substance misuse.

## 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.

## Specific Responsibilities

- Deliver the peer-led aspect of the Community Rehabilitation Programme
- Undertake assessment and engagement sessions with the referrals into the Footsteps to Recovery Programme
- Provide structured pre and post support to those undertaking the Community Rehabilitation Programme
- Support individuals to maintain long term change.
- Track long term outcomes of members and graduates of the Community Rehabilitation Programme
- Work with colleagues to support volunteers in delivering parts of the Footsteps to Recovery model.
- Bridge the gap between aftercare and the wider recovery community
- Undertake Footstep to Recovery awareness raising sessions
- Attend Footsteps to Recovery partnership meetings
- Provide thorough and timely communication between Recovery Cymru and the partnership
- Work with colleagues to ensure thorough planning, delivery, monitoring and achievement of the aims and objectives of the Footsteps to Recovery contract associated with this post
- Undertake relevant administrative tasks keeping thorough records and providing reports

## **General Responsibilities**

- Inspire, encourage and support people as they seek peer support to make and maintain change
- 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
- Deliver structured self-help; peer-based psychosocial programmes and mutual-aid programmes (currently Relapse Prevention, Peer Moving on in My Recovery, SMART)
- Deliver recovery coaching
- Deliver telephone recovery support
- Work collaboratively with partner organisations, attend meetings and promote the culture of recovery in our collaborations
- Be responsible for dealing sensitively with the range of complex and challenging issues members may present.
- Ensure that all participants are safeguarded and that good, safe practice is followed in all project activities and to contribute to HR processes.
- Undertake relevant administrative tasks, keeping thorough records and providing reports, ensuring the confidentiality of all records is maintained and all GDPR practices are followed.
- Undertake reflective practice and participate in peer supervision
- Ensure that the Recovery Cymru philosophy is centrally embedded in your practice
- Such other duties as may from time to time be reasonably required

## **Person Specification:**

Applications are sought from people with lived experience of personal recovery from substance misuse

### **Essential:**

- Lived experience of overcoming issues with substance misuse
- Demonstrable experience and competence in working (paid or unpaid) in the substance misuse field or similar environment
- Demonstrable experience of delivering structured group work
- Demonstrable experience of offering 1:1 support that engages, motivates and supports a defined target group
- Demonstrable interpersonal skills to build relationships and work collaboratively with a wide range of individuals and groups. Good partnership working is essential for this post.
- Ability to innovate, creatively plan and deliver activities to meet the needs of an identified group
- Ability to communicate information to a variety of audiences by a range of methods including face to face, telephone, reports letters and emails.
- Excellent organisational skills and ability to prioritise and manage own workload
- Ability to work flexibly, to take initiative and work to deadlines independently
- Ability to maintain records and follow all GDPR practices
- A positive and non-judgemental attitude and the ability to work in a non-discriminatory framework
- Experience of using various software packages including Microsoft Office and be competent in email and internet usage

### **Desirable:**

- Experience and/or knowledge of CBT/Acceptance & Commitment Therapy/SMART<sup>®</sup>/Moving on in My Recovery<sup>®</sup>
- Previous experience of delivering peer-led support / mutual aid / self help
- Experience of partnership working (formal or informal)
- Relevant qualification(s)

- Full driving license and access to a vehicle

Information on how to complete the application form:

**You must be able to demonstrate that you can fulfil each of the essential criteria listed above, so please make sure you address each point in your application. You may use additional paper. Duplicating the specification statements is insufficient.**

You may refer to any experience – paid, voluntary and personal including transferrable skills – 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.