

Job Description & Person Specification

Family and Friends Peer Programme Lead

Job Title	Family and Friends Peer Programme Lead
Location	You will primarily be based in the Canton Recovery Centre in Cardiff. The role will include some Hybrid working, including from home. You will also be expected to attend meetings and events in the community when necessary.
Job Summary	To develop and coordinate the Recovery Cymru Family and Friends Peer programme
Responsible To	Director and / or Head of Operations
Pay Rate	£25, 500 per annum
Term of Contract	Fixed term for two years in the first instance (subject to funding), with likely extension thereafter. Start date ASAP following interview (subject to DBS check).
Hours	37.5 hours per week. You will be required to work some evenings and weekends on a rota basis. Schedules are distributed with plenty of notice.
Leave	The current annual leave entitlement is 25 days per annum, plus statutory holidays. The leave year runs from 1st January to 31st December.
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.

Recovery Cymru: The organisation and Team

Recovery Cymru is a peer-led recovery community organisation for people seeking to change or overcome problematic substance use. We are primarily based in Cardiff and the Vale of Glamorgan but have some work which spans Wales and the UK. We have three main aims:

- Building the recovery community
- Raising awareness to challenge stigma
- Partnering with others to create environments that support 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 and is self-defined. 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. Our main base is the Recovery Centre in Cardiff and we utilise partnership and community venues across Cardiff and the Vale of Glamorgan. We run a comprehensive programme of on-line, hybrid and face-face 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. In 2022, we joined an innovative Alliance with our partners Barod, Kaleidoscope Project and the Cardiff and Vale Area Planning Board (Commissioning Team) to deliver Cardiff and Vale Drug and Alcohol Service (CAVDAS). This is a transformational contract, in which we seek to embed peer support and lived experience across the substance use treatment system. We also work with a range of other partners to run projects to benefit people in or seeking recovery, including the College of Lived Experience Recovery Organisations (CLERO), Alcohol Change, the Family Drug and Alcohol Court (FDAC), NHS services and many other valued partners.

This is a particularly exciting time to join Recovery Cymru as we launch our family peer support programme, based on the RC philosophy in Autumn 2023!

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. Our team ethos seeks to support our workforce and the people we support to be themselves, achieve their potential and be part of embedding our vision!

Purpose of the role

We are so excited about this role and stage of development for Recovery Cymru! We have been wanting to extend our support for the family, friends and others who are concerned about someone else's substance use for some time now. We are so passionate about this and felt it was important to wait for the right time to ensure we could give the project the time, energy and commitment it deserves. Now is that time!

In this role you will be at the forefront of a new, community-based peer project applying and adapting the Recovery Cymru philosophy, values and model to support people who are affected by someone else's substance use. This work is specifically aimed at families and friends, recognising the impact that supporting someone or being affected by another person's substance use can have on individuals and the wider family network. We want to introduce a hope-based, supportive and realistic approach to assist people to look after themselves, support their loved one's (when appropriate) and to experience the power of being around others who are or have experienced something similar.

We aim to increase understanding and communication between those experiencing problems with substance use and families and friends to show that recovery is possible- and to reduce the guilt, shame, anger, worry and confusion both parties can feel. Our members are living proof that recovery is possible and we believe in the power of connection as a powerful tool for all those experiencing the effects of substance use, be that their own or another's. Come and be part of that with us!

The role will involve setting up our family and friends peer programmes, developing resources with people with lived experience, offering support and involving volunteers. You will provide

peer support, mutual aid and deliver recovery programmes to friends and families and introduce volunteer-based support mechanisms. You will receive guidance and training to do this, as well as an initial project plan to get you started. This is based on our work to date with family and friends, as well as those in the team who identify as family and friends themselves.

You will work closely with the Recovery Cymru Leadership and colleagues to publicise the work, raise awareness, champion hope and challenge stigma. Whilst this work is independent from the wider Recovery Cymru support offer, we will seek to explore ways in which those seeking support for personal recovery, and those in the family and friends can become part of a wider, connected community when appropriate, particularly through fun and social activities.

Specific Responsibilities

Programme Development

- With support from the Director and Head of Operations, to lead the project, taking responsibility for design, delivery, publicity and progress reports.
- Work with people with lived experience to design, develop and trial a number of peer-led support programmes for family and friends affected by another's substance use
- Develop a timetable of support options for people to choose from, including relevant social and fun activities
- Develop partnerships and referral pathways into our family and friends programme
- Ensure all programmes and resources adhere to the Recovery Cymru philosophy and ethos
- Keep abreast of best practice in the development of peer-led resources and training programmes, especially in terms of family work
- Ensure all programmes are co-produced with family and friends and other relevant/interested organisations
- Recruit a group of family and friends' peers as an initial advisory group
- Develop the training materials and materials to support other staff and volunteers delivering the programmes
- Explore the possibility of accrediting the programmes
- Continually evaluate the programmes and resources in a process of continuous improvement
- Produce regular reports to management and an annual evaluation report on activity, outcomes and lessons learned

Delivery of Peer Support

- Offer a friendly, non-judgemental welcome to people seeking support
- Inspire, encourage, and support family members to understand and address their own needs
- Deliver a range of peer support group programmes within the Recovery Centre, online and on the phone, including: - a selection of informal and structured peer-led self-help groups; 1:1 recovery coaching; telephone and email support; crisis support and various social activities.
- Offer planned and responsive peer support within the recovery centres and in outreach locations
- Run online, phone, text, face-face support sessions as scheduled
- Liaise with and signpost to relevant external agencies

Volunteer Support

- Recruit, support and train volunteers to actively participate in the delivery of the programmes including buddying, outreach and social activities
- Liaise closely with the CAVDAS Volunteer Coordinator

Publicity and awareness raising

- Develop publicity materials, ensuring these are widely distributed
- Organise a mini launch event
- Develop strong links with partner organisations and possible referral agencies
- Attend relevant events, meetings and conferences
- Work collaboratively with partner organisations and promote the culture of positive recovery in all collaborations

General Responsibilities

- Contribute to the 365 days a year, 7 days a week operation of the Recovery Centres
- Contribute to excellent partnership relationships and working practices.
- Ensure that the Recovery Cymru philosophy is centrally embedded in all practice.
- Undertake reflective practice and participate in peer and group supervisions.
- Be responsible for dealing sensitively with the range of complex and challenging issues the public, members and volunteers may present.
- Ensure all participants are safeguarded and that good, safe practice is followed in all project activities
- Adhere to Recovery Cymru policies and procedures.
- Maintain appropriate boundaries with members
- Undertake relevant administrative tasks, keeping thorough records and providing reports to an agreed standard, ensuring the confidentiality of all records is maintained and all GDPR practices are followed.

Person Specification below

PERSON SPECIFICATION:		
	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Highly proficient in using Microsoft Office • Excellent verbal and written communication skills, including on the phone 	<ul style="list-style-type: none"> • Knowledge of Zoom • PTTLS / AET or other equivalent group work facilitation • NVQ level three health and social care (or equivalent / or actively working towards) • Peer Mentor qualification • Accredited Recovery Cymru Volunteer training
Experience/ Knowledge	<ul style="list-style-type: none"> • Identify with lived experience as a family member or friend • Offering 1:1 support that engages, motivates and supports a defined target group or transferrable experience • Group facilitation or transferrable experience • Running projects independently or transferrable experience • Ability to build relationships and work collaboratively with a wide range of individuals and groups. • Ability to innovate, creatively plan and deliver activities to meet the needs of an identified group 	<ul style="list-style-type: none"> • Experience of developing and delivering a new project from scratch • Use of motivational interviewing techniques • Previous experience of delivering peer-led support / mutual aid / self help • Knowledge of equal opportunities issues, GDPR and safeguarding procedures • Demonstrable understanding and commitment to recovery
Role specific requirements	<ul style="list-style-type: none"> • Ability to manage your own workload, ensuring deadlines are met and projects work to time • Proven ability to work independently and manage multiple projects, prioritise and meet deadlines • Ability to coordinate schedules • Ability to maintain confidentiality and work in a positive and non-discriminatory framework • Flexibility to work at multiple locations and flexible working hours. • Prepared to undertake enhanced Disclosure and Barring Service (DBS) vetting. 	<ul style="list-style-type: none"> • Full driving licence and access to vehicle • Experience and knowledge on collecting, collating, analysing, and reporting on data

Recovery Cymru may consider the appointment of a candidate who is unable to meet a particular requirement if they offer other skills, knowledge, or experience valuable to the role. The candidate must also be able to meet the required shortfall within a reasonable timeframe whilst undertaking the newly appointed role.