

JOB DESCRIPTION

Job Title	Recovery and Aftercare Team Lead
Location	Various – Countywide
Hours	35 per week (Mon – Fri 09.00 – 17.00) (<i>flexibility to work outside of normal working hours as required</i>)
Holidays	25 days pa plus statutory
Pension	Auto enrolment pension (6% employer contribution)

Purpose:

The R&A team lead plays a pivotal role in ensuring the effectiveness of the recovery and aftercare team, fostering a positive working environment, and contributing to the overall success of the service. Leadership skills, communication, and the ability to manage and inspire a team are critical aspects of this role.

The Recovery and Aftercare Team Lead coordinate a small team of Community Connectors dedicated to delivering targeted interventions to clients in the Gloucestershire area who have completed treatment episodes. Our mission is to bridge the gap between structured treatment and aftercare, providing collaborative and compassionate support. We ensure clients overcome obstacles in their recovery journey, fostering long-term recovery.

Responsibilities and tasks:

- Coordinate and deliver a full and robust aftercare offer, including face to face and digital interventions.
- Community Building: Recovery community peer support contributes to the creation of a supportive community where individuals can share their experiences, successes, and challenges – Coordinate activities to develop the local recovery infrastructure in Gloucestershire.
- Community Engagement: Represent the team to enhance community engagement and advocate for the recovery and aftercare service.
- Collaboration with Other Departments: Collaborate with other departments, agencies, and stakeholders involved in the recovery process to facilitate seamless transitions between treatment and aftercare.
- Performance Monitoring: Monitor the performance and outcomes of the team, including tracking key performance indicators to understand and communicate the impact of the recovery and aftercare service.
- Staff Support and Well-being: Provide support and address the well-being of team members, recognising the challenging nature of the work in the field of substance misuse recovery.
- Ensure all safeguarding concerns are reported to the Safeguarding Lead.
- Support the development, supervision and delivery of the recovery coaching and peer mentoring training program.
- Coordinate the activities of the R&A team to ensure all planned interventions are delivered to a high standard.
- Develop links and liaise with outside agencies to signpost clients in need of additional support.
- Provide line management, performance management and supervision to a small team of staff.
- Coordinate recovery focused activities utilising the Nelson Trust Social Enterprises to support clients to build social networks.

General:

- To participate in regular line management and supervision as provided.
- To be responsible for own safety and others affected by your activities and to ensure staff adherence to the Nelson Trust policies and procedures including Health & Safety Confidentiality, Equalities, and all other relevant policies.
- Given high level of risk presented by this client group particular attention to be given to adult and child safeguarding ensuring sound knowledge of safeguarding issues, reporting and procedures.
- To represent residential services through attendance at all relevant internal and external meetings as and when directed or identified, which will include attendance at multiagency meetings.
- Perform any other duties as may be reasonably expected from you as directed by line management.
- To attend training and development sessions as relevant and as provided, developing own practice by maintaining and improving knowledge of relevant work practices.
- To work across various locations as required
- At all times act in a manner that upholds the good reputation of the Nelson Trust and accords with generally accepted professional conduct.
- Follow agreed processes and protocols for storing transferring information and ensure confidentiality is maintained as the requirement of the Data Protection Act and General Data protection regulations (GDPR).
- To put in place systems to ensure healthy working practices and that staff receive relevant information to fulfil their health and safety responsibilities.

SAFEGUARDING The Nelson Trust takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of its service users. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

EQUALITY & DIVERSITY Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

HEALTH & SAFETY Promote the Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The Nelson Trust periodically reviews job descriptions to ensure that they reflect the requirements of the role as the service develops.

Probationary period: All posts within The Nelson Trust are subject to a six-month probationary period with a mid-point review at 3 months.

This role is subject to an enhanced DBS clearance check.

Person Specification		
Experience	Desirable	Essential
<ul style="list-style-type: none"> • Experience of undertaking needs assessments 	✓	
<ul style="list-style-type: none"> • Lived experience of addiction & recovery 		✓
<ul style="list-style-type: none"> • Minimum of 3 years' experience of working in substance misuse support 		✓
<ul style="list-style-type: none"> • Experience of working in a supervisory role 		✓
<ul style="list-style-type: none"> • An in-depth understanding of recovery capital and the needs of individuals seeking recovery from substance misuse 		✓
<ul style="list-style-type: none"> • Good understanding of safeguarding procedures 	✓	
<ul style="list-style-type: none"> • An NVQ Level 3 or above or the desire to work towards 	✓	
Skills		
<ul style="list-style-type: none"> • Excellent verbal and written communication skills 		✓
<ul style="list-style-type: none"> • Excellent IT skills including use of Word and Excel. 	✓	
<ul style="list-style-type: none"> • Counselling/listening skills 		✓
Personal Qualities		
<ul style="list-style-type: none"> • A strong team player who is approachable and has a can-do attitude 	✓	
<ul style="list-style-type: none"> • Warm, friendly demeanour 		✓
<ul style="list-style-type: none"> • A proven track record in building rapport with clients 		✓
<ul style="list-style-type: none"> • Ability to maintain professional boundaries 		✓
<ul style="list-style-type: none"> • Personal sensitivity toward and empathy with the distinct ethos of the Nelson Trust 	✓	
Other		
<ul style="list-style-type: none"> • Awareness of equality and diversity principles 		✓
<ul style="list-style-type: none"> • Understanding of confidentiality and the Data Protection Act 1998 		✓
<ul style="list-style-type: none"> • A commitment to promoting and safeguarding the welfare of our service users 		✓
<ul style="list-style-type: none"> • Flexibility to work outside of office hours when required, 		✓
<ul style="list-style-type: none"> • Car driver with full access to a vehicle 		✓