

JOB DESCRIPTION

Job title:	Recovery Hub worker (Sessional)
Service:	BAND
Salary:	National Living Wage
Hours:	Sessional, planned at month at a time
Location:	Bolton, Recovery Hub at BAND
Responsible to:	Service Manager

Summary of job:

To facilitate a community-based Recovery Hub which will provide a range of activities to people at all stages of mental health recovery with the overall aim of building self-confidence, self-esteem, resilience and social networks and providing a first point of contact for people who are experiencing difficulties with daily living.

Key tasks and responsibilities:

- To provide sessional cover for the Recovery Hub.
- To work with beneficiaries and volunteers to develop a range of recovery focussed peer supported activities running on a weekly basis throughout the year.
- To develop and support a volunteer work force sufficient to ensure regular delivery of the volunteer supported activities.
- Provide regular supervisions with volunteers in the recovery hub and to keep accurate records.
- To refer beneficiaries to other services within or external to BAND as necessary and appropriate
- To record attendance and evaluations on our database.
- To work with the service manager to ensure a well-coordinated delivery plan and shared vision.
- Respond appropriately to any safeguarding concerns, demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- Attend and actively participate in team meetings and other meetings as required by the service manager.

- Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback, and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
- Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work and the organisation.
- Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
Being **people** focused
Reflecting a '**can do**' approach
Striving for **excellence** in everything we do
Having **mutual respect** for everyone we work with, work for and support through our services
- Commitment to the principles of co-production, and to work with the team to embed the service user voice within all aspects of service delivery
- Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
- Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. A recognised group facilitation/peer mentoring/Health and social care qualification or equivalent experience and evidence of a commitment to continuing learning and professional development.
2. Experience of working with people on a group basis, understanding the needs of individuals and creating a welcoming, non-judgemental space for all.
3. Experience of working with and supporting volunteers
4. A good understanding of safeguarding issues and a commitment to Family Action's procedures for promoting and safeguarding the welfare of vulnerable adults.
5. Excellent interpersonal skills including the ability to engage a range of audiences and to overcome barriers such as language, cultural differences and different learning styles either face to face, over the phone or via digital media.
6. An understanding of the difficulties people facing when living with a mental health condition and how this affects their daily life.
7. An understanding and commitment to the importance of engaging in your own supervision and the benefits of reflective practice.
8. A commitment to Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
9. Excellent organisational skills, as well as excellent IT skills, including experience of case management information systems and zoom/teams.
10. Ability to work outside of regular business hours and to be flexible to meet the needs of the service.
11. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services