






Job Description (Part 1)

Post	
Job Title	Mentoring & Learning Facilitator
Job Holder	Vacant
Location	Nottingham Recovery Network
Contract Type	Permanent
Hours	37 hours per week (Full Time)
Reports to	Academy Service Manager

Double Impact CIC	
Our Mission	<p>INSPIRING CHANGE AND POSITIVE CHOICE</p> <p>Double Impact is a registered charity and not for profit organisation, established in 1998.</p> <p>Our Mission is to provide a quality service which promotes recovery and community integration for people who have experienced problematic drug and alcohol use. This is achieved by providing opportunities for personal development, healthy choices, education, vocational training, employment and access to housing.</p> <p>By placing our service users' needs at the heart of our ethos and their own treatment experience, we provide a uniquely holistic, flexible service.</p> <p>We believe that with the right support everybody can recover and that in recovery anything is possible.</p>
Nottingham Recovery Network	<p>The Nottingham Recovery Network aims to deliver a fully-integrated, high quality drug and alcohol treatment and recovery support system that is locally owned and personally valued, with service user and carer involvement embedded in all aspects of its practice. The Nottingham Recovery Network comprises of Framework Housing Association (Lead Agency), Double Impact and Nottinghamshire Healthcare NHS Foundation Trust.</p> <p>The service focuses on a three phase service delivery model comprising of:</p> <ul style="list-style-type: none"> - Recovery Orientation (Engagement) - Recovery Delivery Interventions (Including psychosocial and pharmacological treatment interventions) - Re-integration (Recovery including the Double Impact Academy) <p>This is underpinned by the four cornerstones of:</p> <ul style="list-style-type: none"> - Peer-led Mutual Aid - Mentoring and Volunteering - Service User Involvement - External Mutual Aid
The Academy	<p>The Academy deliver and facilitate accredited and non-accredited training and recovery support groups, as part of our Community Rehabilitation Programme, to adults in recovery from substance use.</p> <p>Our Academy provides a unique progression pathway where clients are offered, through an individualised plan, a range of accredited level 1 and level 2 progression qualifications as well as a number of non-accredited sessions and a variety of recovery support groups and structured</p>

	<p>interventions. We provide opportunities for people to get involved in mutual aid activities and signpost and connect people to opportunities and activities taking place in their local communities, as well as providing a pathway to train as a Peer Mentor and volunteer within the service.</p>
Our Values	<p> Supportive to individuals and their diverse needs and to the wider treatment community;</p> <p> Passionate: about everything we do;</p> <p> Inclusive: by involving service users and staff in all aspects of what we deliver and through working in partnership;</p> <p> Responsive: to our service users' changing needs, to the communities in which they live and to our staff;</p> <p> Effective: In realising individuals' goals and achieving our aim.</p>

Job Profile	
Purpose of Job	To deliver and facilitate accredited and non-accredited learning and recovery-focused groups, and structured 1:1 interventions to adults in recovery from substance use to assist in the achievement of personal learning goals to improve education, competence and confidence to secure successful progression outcomes.
Position in Organisation	<ul style="list-style-type: none"> • Reports to the Team Manager/Team Lead • Point of contact for/with Nottingham Recovery Network service users • Works in partnership with the Nottingham Recovery Network • Point of contact for/with statutory and non-statutory agencies • Point of contact for/with community resources/learning providers/employers
Scope of Job	<p>The Mentoring and Learning Facilitator will be responsible for all aspects essential for the delivery of high quality accredited and non-accredited programmes, and recovery groups, including initial assessment, session planning, individual support, delivery, assessment and feedback and providing 1:1 goal-based recovery support.</p> <p>Supervision and coordination of clients, volunteers and peer mentors will be required.</p>
Qualifications	<ul style="list-style-type: none"> • Adult education qualification e.g. Award in Education and Training, Diploma in Education and Training, or equivalent, or willing to work towards.

Job Description (Part 2)

Duties & Key Responsibilities	
<p>Key Responsibilities:</p>	<p>Recruitment and assessment</p> <ul style="list-style-type: none"> To recruit clients from across the Nottingham Recovery Network who are suitable and ready to participate in the Double Impact Academy programme/Community Rehab. To work with clients to map out recovery plans and learning routes for individuals which take into account individual needs, styles and interests. To assess all learners on various L1 and L2 accredited and non-accredited programmes of learning, by way of initial interview using the appropriate Academy forms establishing positive working relationships which promote transformative learning. To ensure that all clients are enrolled, and the appropriate enrolment forms, registration forms and learning agreements are completed within specified time constraints. <p>Recovery Journey Support</p> <ul style="list-style-type: none"> To carry out regular monthly one to one supervision with a caseload of clients and volunteers to support their individual recovery journey with the Academy/Community Rehab To ensure that recovery plans are completed, reviewed and maintained on a regular basis To coordinate the placement and support of volunteers and peer mentors both within the service and externally, within the local community Identify and develop defined roles for the placement of volunteers Ensure that accurate records are kept of all interventions, events and outcomes of all clients and volunteers of the Academy <p>Teaching and learning</p> <ul style="list-style-type: none"> To assist with the development of assessment tasks that are fit-for-purpose and which map to the Learning Outcomes and Assessment Criteria set out in the Qualification Specification To facilitate functional skills initial and diagnostic assessments To deliver and facilitate Level 1 & Level 2 accredited progression units (L1 Award in Progression and L2 Award in Progression) To deliver and facilitate non-accredited sessions and recovery support groups To use a variety of teaching methods and appropriate resources, to enable clients to maximise their learning and develop confidence and the ability to learn independently and in a group. To establish and maintain standards of conduct with and for the clients To develop and maintain close partnership links with local adult education/training providers, community organisations and employers to support clients to access additional learning opportunities Develop a regular schedule of setting, marking and returning work to clients within agreed deadlines providing accurate written/oral feedback with regards to assessment criteria To liaise as required with internal moderators/verifiers and other representatives of awarding bodies. Collect client feedback and evaluate courses and recovery groups. <p>Other</p> <ul style="list-style-type: none"> To develop and share teaching and learning materials with the team To participate in professional development activities and complete internal and external mandatory training requirements. To participate in the continual improvement of resources, learning environments and delivery of effective teaching methods and styles. To provide advice and guidance to staff within the Nottingham Recovery Network regarding what is on offer at the Academy/Community rehab. To actively and positively promote the Academy within the service and externally To build and display visible success outcomes including visible recovery

<p>Administration & Systems</p>	<ul style="list-style-type: none"> • Compile and maintain relevant forms for contract compliance and external awarding bodies • To ensure that DBS checks are completed on all L2 clients of the Academy progressing to volunteering and that specified recording procedures are followed for all students i.e. risk assessments and monitoring. • To ensure the safety of all staff, students, peer mentors and volunteers by implementing risk assessment procedures and monitoring the maintenance of health, safety and security procedures in the working environment. • To ensure that Equality of Opportunity policies and anti-discriminatory practice are adhered to and fully implemented at all times and that all practice positively promotes Double Impact's commitment to valuing diversity. • To ensure that all aspects of confidentiality are adhered to. • To work to company targets and performance measurement requirements. • To maintain accurate electronic and paper records to enable reporting of key outcomes and outputs. • To carry out 'duty' rota activity to ensure accessibility of the service
<p>Other Duties</p>	<ul style="list-style-type: none"> • To carry out all work in accordance with the company and its partners philosophy and ethos • To carry out all work in accordance with the company's policies and procedures • To be aware of and work within the current legislation in relation to the service • To ensure all Health & Safety procedures are adhered to • To attend staff meetings, and wider service team meetings, and engage in all staff support, development and supervision systems. • Proactively improve personal knowledge and skills by completing any relevant training • To keep abreast of developments in services, legislation and practice relevant to services for substance users. • To act as an ambassador for Double Impact and the Nottingham Recovery Network • Such other duties as the management may from time to time reasonably require

Job Specification (Part 3)

Person Specification		
	Essential	Desirable
<p>Education & Experience</p>	<ul style="list-style-type: none"> • Good general level of education including Level 2 Maths and English • Teaching/training/assessing experience and/or qualification e.g. AET/DET or equivalent or willing to work towards • Tracking and monitoring of individual progress • Experience of providing feedback • Experience of creating recovery plans • Experience of working in a multi-disciplinary team • Experience of working with people from a range of social, cultural and ethnic backgrounds 	<ul style="list-style-type: none"> • Experience of working with vulnerable adults • Experience of working in the drugs and alcohol field • Experience of assessing accredited programmes of learning • Experience of writing teaching/training materials
<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of working in a person-centred, individualised way to support the development and progression of individuals • Understanding of managing volunteers/peer mentors 	<ul style="list-style-type: none"> • Knowledge of the issues facing substance users
<p>Abilities</p>	<ul style="list-style-type: none"> • Able to assess, monitor, evaluate and track individual progress 	

	<ul style="list-style-type: none"> • Ability to maintain accurate and time-bound records • Ability to liaise effectively with partner organisations • Ability to organise and prioritise own workload • Ability to keep calm under pressure • Ability to work alone effectively • Ability to work within professional boundaries. 	
<ul style="list-style-type: none"> • Skills 	<ul style="list-style-type: none"> • Group work or training facilitation skills • Good organisational skills • Strong interpersonal skills • To be able to contribute positively to team meetings • 	<ul style="list-style-type: none"> • Motivational interviewing skills •
Attitudes	<ul style="list-style-type: none"> • To have a 'can do' mentality • To have a non-judgmental attitude towards drug and alcohol users and offenders • To have a passion for excellence • To have a flexible approach to work • To work in accordance with the company values at all times 	
Customer Focus	<ul style="list-style-type: none"> • Be friendly and welcoming to our clients and volunteers, to create a great atmosphere within the Academy and Community Rehab • Remain calm, patient and polite, if receiving feedback • Be helpful and go out of your way to help our students 	
Drive	<ul style="list-style-type: none"> • Be confident and self-motivated • Demonstrate a passionate commitment to the organisation • Welcome and embrace change, with a positive attitude • Be able to work unsupervised in a busy environment 	
Personal Integrity	<ul style="list-style-type: none"> • Be honest and reliable • Be trustworthy and respectful • Be personally well presented • Maintain excellent time-keeping and attendance • Be professional at all times 	
Teamwork	<ul style="list-style-type: none"> • To be respectful and considerate to colleagues • To enthusiastically support the team in pursuit of collective goals • Always be a good team player • Build and maintain good relationships with all team members • Work together with the team to ensure that the Academy is the best it can be • Be willing to take on jobs to balance the team workload 	

Terms & Conditions (Part 4)

Terms & Conditions of Employment	
Position	Mentoring & Learning Facilitator
Location	Nottingham Recovery Network
Hours	37 hours per week (full time)

	<p>You are entitled to a daily unpaid meal break of 40 minutes when working hours are 6 or more/.</p> <p>In addition to your normal hours of work, you are required to work any necessary additional hours for the proper performance of your duties. This may include evening or weekend working.</p>
Contract Type	Permanent
Salary	£27,840 per annum
Probation Period	6 months
Holiday Entitlement	Holiday entitlement in any holiday year is 27 days. This is in addition to Bank Holidays.
Notice	<p>Following successful completion of the probationary period, staff are required to give one month's notice in writing to terminate their employment with the Company.</p> <p>During the first month of the probationary period, either the Company or staff member may give one day's notice to terminate their employment. After one month's service and up to satisfactory completion of the probationary period, the Company or staff member may terminate their employment by giving one week's notice.</p>
Conditions	<ul style="list-style-type: none"> • Two satisfactory professional, written references, one of which must be the last employer • Satisfactory Enhanced DBS Check • Evidence of Right to Work in the UK

Acceptance	
The above job description is not all encompassing and is subject to regular review	
Signature of Post Holder	<p>I have read and accept the duties and responsibilities outlined in this job description.</p> <p>Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>