






## Job Description (Part 1)

Post	
Job Title	Academy Team Leader
Job Holder	VACANT
Location	Nottingham Recovery Network (Academy)
Hours	37 per week
Contract Type	Permanent
Reports to	Academy Service Manager

Double Impact CIC	
Our Mission	<p><b>INSPIRING CHANGE AND POSITIVE CHOICE</b></p> <p>Double Impact is a registered charity and not for profit organisation, established in 1998.</p> <p><b>Our Mission</b> is to provide a quality service which promotes abstinence based 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"> <li>- Recovery Orientation (Engagement)</li> <li>- Recovery Delivery Interventions (Including psychosocial and pharmacological treatment interventions)</li> <li>- Re-integration (Recovery including the Double Impact Academy)</li> </ul> <p>This is underpinned by the four cornerstones of:</p> <ul style="list-style-type: none"> <li>- Peer-led Mutual Aid</li> <li>- Mentoring and Volunteering</li> <li>- Service User Involvement</li> <li>- External Mutual Aid</li> </ul>
Our Values	<p> <b>Supportive</b> to individuals and their diverse needs and to the wider treatment community;</p> <p> <b>Passionate</b> about everything we do;</p>

	 <b>Inclusive:</b> by involving service users and staff in all aspects of what we deliver and through working in partnership;
	 <b>Responsive:</b> to our service users' changing needs, to the communities in which they live and to our staff;
	 <b>Effective:</b> In realising individuals' goals and achieving our aim.

Job Profile	
<b>Purpose of Job</b>	<p>Under the direction of the Academy Service Manager, the post holder will have responsibility to support them in the day-to-day management and coordination of the Service.</p> <p>Champion the possibilities of abstinence based recovery and drive a culture of ambition and independence for all the beneficiaries of our service.</p> <p>The Team Leader will operationally manage an integrated team and will provide clinical and professional leadership to the team to ensure robust clinical governance and to provide a service which meets all relevant regulatory requirements of the Service.</p> <p>The Team Leader will also support the Academy Service Manager in the on-going development of the service and, in line with our contractual requirements, will ensure data collection and recording is up to date and accurate.</p> <p>The Team Leader will identify and implement continuous service improvements to ensure that outcomes are in line with service targets, and that service users' needs are being met.</p> <p>The post holder will proactively strive for positive outcomes for all clients to include where possible the attainment or maintenance of abstinence.</p>
<b>Position in Organisation</b>	<ul style="list-style-type: none"> <li>• Reports to the Academy Service Manager</li> <li>• Point of contact with Team Leaders/Managers across NRN and Clean Slate</li> <li>• Deputises for the Academy Service Manager when required</li> <li>• Line Management responsibilities as above</li> <li>• Point of contact for/with Nottingham Recovery Network service users</li> <li>• Works in partnership with the Nottingham Recovery Network</li> <li>• Point of contact for/with statutory and non-statutory agencies</li> <li>• Point of contact for/with community resources/learning providers/employers</li> </ul>
<b>Scope of Job</b>	<p>The Team Leader will support the Academy Service Manager to operationally manage an integrated staff team providing high quality support and high-quality care through assessing, implementing and evaluating individualised recovery planning which includes Case Management and Care Co-ordination for individuals, key working clients, helping them to maintain or achieve abstinence and supporting their recovery journey free from substances.</p> <p>They will be responsible for maintaining accurate records, in line with NRN and Double Impact record keeping policies, to support the performance systems overseen by the Academy Service Manager and to ensure service outcome are in line with targets and indicators set by commissioners.</p> <p>Line management of up to 14 staff roles, including regular supervision, appraisals, absence management, induction and probationary reviews for new staff.</p> <p>Management and oversight of all referrals coming through the Community Rehab to ensure clients are allocated, recorded and monitored appropriately.</p>

	<p>Caseload management, including successful discharge, risk management including accurate risk assessment, escalation of increased risk and appropriate referral where additional risks are identified.</p> <p>Be the Safeguarding lead for the Academy and Families and Carers Service.</p> <p>Support the Academy Service Manager to collate data from recording systems and assist with the preparation of service review reports, to ensure quarterly reporting is completed in a timely manner.</p>
<b>Qualifications &amp; Experience - summary</b>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience working in the substance use field.</li> <li>• Evidence of leadership qualities and people management skills in a recovery/substance use setting.</li> <li>• Experience of holding a caseload of clients with complex needs.</li> <li>• Experiencing of managing a multi disciplinary team.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Line management qualification or willing to work towards</li> <li>• Professional qualification in relevant field or equivalent experience</li> </ul>

## Job Description (Part 2)

Duties & Key Responsibilities	
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To provide clinical support and professional leadership to the staff team, to ensure the smooth day to day running of the service.</li> <li>• In collaboration with the Academy Service Manager be responsible for the management of tasks including to provide regular clinical supervision, caseload review and management supervision to the staff team, staff rotas, attendance management, sickness absence, annual leave processes, disciplinary and grievance procedures and completion of mandatory training to ensure smooth day to day running of the service.</li> <li>• Through the provision of professional advice and clinical guidance to the staff team ensure clinical governance standards are maintained.</li> <li>• To act as a role model to the staff team by championing and promoting recovery, ensuring standards of clinical and client care are met at all times.</li> <li>• Working with the Double Impact senior management team on service development ensuring service outcomes are met.</li> <li>• Working in collaboration with NRN colleagues, manage a caseload of clients with the most complex needs to empower them navigate their recovery journeys.</li> <li>• Coordinate and support colleagues to ensure continual professional development is maintained.</li> <li>• To deal with, and record any safeguarding concerns, in line with policies and procedures. Communicating on such matters with the Academy Service Manager.</li> <li>• To be part of the manager's duty rota, as a responsible person for the service.</li> <li>• To advocate and champion a culture of 'Recovery' within the service.</li> <li>• Promote mutual aid and self-help.</li> <li>• To promote service user involvement and create opportunities for co-production and service-user consultation to support the ongoing development of the service.</li> <li>• To ensure that all aspects of confidentiality are adhered to.</li> </ul>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• To recognise personal and professional boundaries and work within Double Impact's Code of Conduct and to act as a role model to promote and command compliance by the staff team.</li> <li>• Promote a climate of equality for all.</li> <li>• Actively participate in the development of others.</li> <li>• Maintain organisational, client and colleague confidentiality.</li> <li>• To adhere to and embody the Values of Double Impact and Nottingham Recovery Network.</li> <li>• To have a non-judgmental attitude.</li> <li>• To present a professional image and act as an ambassador for Double Impact and the Nottingham Recovery Network at all times.</li> </ul>

<b>Administration &amp; Systems</b>	<ul style="list-style-type: none"> <li>To manage and coordinate the Double Impact DBS processes.</li> <li>To ensure that risk management and monitoring recording procedures are followed for all volunteers of the Academy.</li> <li>As we sit within a treatment system, client notes are considered health care records and are therefore subject to enhanced scrutiny. Record keeping must adhere to Nottingham Recovery Network's record keeping policy, and follow Academy policies and procedures.</li> <li>Support the Academy Service Manager to ensure accuracy of recording on systems, carry out regular quality assurance audits for client and volunteer records to ensure they are accurate, up to date and follow Academy policies and procedures. Pick up any areas of concern within supervision and follow disciplinary procedures if necessary to ensure highest of standards in client care.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>To carry out all work in accordance with the company and its partners philosophy and ethos.</li> <li>To carry out all work in accordance with the company's policies and procedures.</li> <li>To ensure all Health &amp; Safety procedures are adhered to.</li> <li>To ensure Equal Opportunities is maintained and promoted.</li> <li>To attend staff meetings and engage in all staff support, development and supervision systems.</li> <li>Proactively improve personal knowledge and skills by completing any relevant training.</li> <li>To keep abreast of developments in services, legislation and practice relevant to services for substance users.</li> <li>To act as an ambassador for Double Impact and the Nottingham Recovery Network.</li> <li>Such other duties as the management may from time to time reasonably require.</li> </ul>

### Job Specification (Part 3)

Person Specification		
	Essential	Desirable
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>Line management qualification or willing to work towards</li> <li>Professional qualification in relevant field or equivalent experience</li> <li>Significate experience working in the substance use field</li> <li>Evidence of leadership qualities and people management skills in a recovery/substance use setting.</li> <li>Relevant experience of working in the substance use field including supporting/line managing others</li> <li>Experience of holding a caseload of clients with complex needs.</li> <li>Experience of delivering training/group work</li> <li>Experience of preparing and planning of recovery plans</li> <li>Experience of working with people from a range of social, cultural and ethnic backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Diploma in Health and Social Care/other relevant qualification in a similar field or equivalent experience</li> <li>An adult education qualification, such as PGCE or DTLLS, or willing to work towards</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Detailed knowledge of strengths-based interventions for people facing substance use issues.</li> <li>Detailed knowledge of physical, psychological and social harm caused by substance use.</li> <li>Detailed knowledge of drugs and alcohol and their effects</li> <li>Understanding of all available treatment options for clients with substance use problems</li> <li>Knowledge of the issues facing substance users and the ability to assess, care plan and key work individuals with complex of issues.</li> <li>Knowledge of adult and child safeguarding with ability to advise others.</li> <li>Knowledge or experience of Motivational Interviewing and CBT.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of outstanding teaching, learning and assessment to support success for all learners</li> </ul>

<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to manage and support a team, ensuring all members of the team adhere to expected behaviours, policies, procedures and systems in a standardised way</li> <li>• Ability to provide and receive complex sensitive or contentious information where persuasive, motivational, negotiating, training, empathy or reassurance skills are required.</li> <li>• Ability to assess and create individualised recovery plans for service users</li> <li>• Ability to establish and maintain good, professional working relationships, both internal and external.</li> <li>• Ability to work within professional boundaries and detailed understanding of professional boundaries in practice.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Risk management and mitigation</li> <li>• Inclusive leadership and management style</li> <li>• Excellent IT skills</li> </ul>	
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>• To believe in recovery and the possibilities there in</li> <li>• To have a non-judgmental attitude</li> <li>• To have a passion for excellence</li> <li>• To have a flexible approach to work</li> <li>• To work in accordance with the company and Nottingham Recovery Network values at all times</li> </ul>	
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Be friendly and welcoming to all who access our service, to create a great atmosphere where all can thrive</li> </ul>	
<b>Drive</b>	<ul style="list-style-type: none"> <li>• Be confident, self-motivated, self-starter</li> <li>• Demonstrate a passionate commitment to the charity and work of Double Impact and the Nottingham Recovery Network.</li> <li>• Welcome and embrace change, with a positive attitude</li> <li>• Have a desire to support people who have substance use histories</li> </ul>	
<b>Personal Integrity</b>	<ul style="list-style-type: none"> <li>• Be honest and reliable</li> <li>• Be trustworthy and respectful</li> <li>• Be personally well presented</li> <li>• Maintain excellent time-keeping and attendance</li> <li>• Be professional at all times</li> </ul>	
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• To have a strong commitment to team working within the Nottingham Recovery Network</li> <li>• To be respectful and considerate to all colleagues</li> <li>• To enthusiastically support the team in pursuit of collective goals</li> <li>• Build and maintain good relationships with all team members</li> <li>• Be willing to take on jobs to balance the team workload</li> </ul>	

## Terms & Conditions (Part 4)

Terms & Conditions of Employment	
Position	Academy Team Leader
Location	Nottingham Wellbeing Hub, 73 Hounds Gate, Nottingham
Hours	<p>37 hours per week Monday to Friday to include late Wednesday nights and Saturdays as and when required in line with the opening hours of the service.</p> <p>You are entitled to a daily unpaid meal break of 40 minutes.</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 and weekend working.</p>
Contract Type	Permanent
Salary	£38,682
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"><li>• Two satisfactory professional, written references, one of which must be the last employer</li><li>• Satisfactory DBS Check</li><li>• Evidence of Right to Work in the UK</li></ul>

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>