

## Job Description (Part 1)

Notts Recovery Collective	
<b>Job Title</b>	Community & Partnerships Builder
<b>Job Holder</b>	New position
<b>Location</b>	Mansfield
<b>Hours</b>	Full Time (37 hours per week) <i>(Potential to close at 7pm on one night a week and occasional outside office hours as required)</i>
<b>Reports to</b>	Double Impact Senior Management Team (SMT)

Double Impact	
<b>Our Mission</b>	<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 recovery and community integration for people who have experienced problematic drug and alcohol use. This is achieved by providing opportunities for personal development, recovery orientation, healthy choices, education, vocational training, and pathways to volunteering and employment.</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>
<b>Notts Recovery Collective</b>	<p>The Notts Recovery Collective is a newly emerging, Member-led community of people in recovery who are shaping a bold, inclusive, and sustainable future for recovery support in Nottinghamshire. Evolving from the previous project - Recovery Links Nottinghamshire - the Collective represents a <b>shift in focus</b>—from service-led/aligned delivery to a <b>truly co-produced, lived experience-driven initiative</b>.</p> <p>At the heart of the project a much-valued community building with the potential to become a welcoming <b>“Third Space”</b>—a home-like environment where people in recovery feel safe, connected, and experience a <b>sense of agency</b>. This space will host a blend of peer-led recovery groups, social enterprise activity, training, creative workshops, and social gatherings—all shaped and delivered by Members themselves, <b>with staff in organising/ empowering roles</b> rather than as managers.</p>

	<p>The Collective's vision is inclusive and expansive: it embraces a <b>broader definition of recovery</b> that reflects overlapping experiences of trauma, loss, mental health, family roles, and more. The approach prioritises community connection, mutual aid, and reducing isolation through the expansion of accessible hybrid (online and in-person) peer support and outreach to underserved rural areas across the county of Nottinghamshire.</p> <p>Over the next five years, the Collective <b>will engage people</b> in recovery, train and support <b>volunteers</b>, and foster skills-based and employment opportunities for people with lived experience. It will develop a regional peer-led recovery network through <b>collaboration with other LEROS</b> in the East Midlands, while embedding lived experience leadership at its core, through a <b>Members' Committee and Steering Group</b>.</p> <p>The growing activities of the Collective will be managed by Members, <b>enabling testing of ideas</b>, networking with partners and capacity building over the 5 years. The staff roles will embody the principles of Co-Production and Action Learning, ensuring that Members are guided and increasingly empowered to lead the Collective.</p> <p>A key objective of the project lies in its <b>sustainability model</b>: it needs to generate income through venue hire, community fundraising initiatives, and emerging social enterprise activity.</p> <p>We are looking for candidates who can guide The Notts Recovery Collective to be a proactive, inspiring model of what happens, when <b>people in recovery are trusted to lead</b>.</p>
<b>Our Values</b>	 <p><b>Passionate</b> We are passionate advocates for abstinence-based recovery, using our lived experience to inspire others to explore all possibilities.</p> <p><b>Ambitious</b> We believe that with the right support and connection, everyone can recover and achieve anything in their recovery.</p> <p><b>Independent</b> We stay true to our collective recovery heritage and lived-experience values, creating opportunities for people to recover without limitations.</p> <p><b>Responsive</b> We respond quickly and creatively to people's needs, connecting them with communities and resources that support their life goals.</p> <p><b>Strengths-Based</b> We focus on what's strong, not what's wrong. We help people uncover their innate strengths to build a fulfilled recovery, one day at a time.</p>

## Job Profile

<b>Purpose of Job</b>	<p>The focus of the role is to deliver the following headline objectives:</p> <ul style="list-style-type: none"> <li>• To lead on the development, vision and strategic direction of the Notts Recovery Collective, co-producing this with a Members' Committee/Steering Group.</li> <li>• To establish and embed a culture of collective co-production, cooperation and self-directed activity, in keeping with co-production and Action Learning principles/practices</li> <li>• To take an outward-facing, highly visible role to establish and promote the Collective within Nottinghamshire networks, ensuring the Collective has a distinct identity in all relevant local partnerships and benefits from supportive partnerships</li> <li>• To develop partnerships across the county to enable the Collective to offer a wide range of sessions/groups local to service users, including with local statutory drug and alcohol providers.</li> <li>• To lead on the growth of a peer support network across the County, including scoping out and brokering arrangements with suitable community venues.</li> <li>• Lead on the process of co-producing and implementing governance around the Collective's Code of Conduct, decision-making processes/mechanisms, Activity budget management protocols etc.</li> <li>• To support Members to access volunteer opportunities within the Collective and other work/skills-related opportunities in the wider community (including training to upskill Members to fulfil Collective roles)</li> <li>• To lead on local fundraising and income generation activities, in partnership with the Members' Committee.</li> <li>• To line-manage the other paid role in the Collective: the Collective Organiser</li> <li>• To work closely with the Lead Evaluator to ensure monitoring and evaluation methods are implemented.</li> </ul>
<b>Position in Organisation</b>	<ul style="list-style-type: none"> <li>• Reports to Double Impact SMT on a daily basis or as required</li> <li>• Supervision, project vision and support provided by Double Impact SMT</li> <li>• Works in partnership with local partners/providers</li> <li>• Point of contact with Nottinghamshire residents</li> <li>• Point of contact with Collective members and volunteers</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> <li>• Point of contact with local Mutual Aid groups</li> <li>• Point of contact for Safeguarding/H &amp; S</li> </ul>

## Job Description (Part 2)

<b>Duties &amp; Key Responsibilities</b>	
<b>Key Responsibilities</b>	<p>Undertake the responsibilities below, in co-production with – and being led by - the Members' Committee:</p> <ul style="list-style-type: none"> <li>• To establish, develop and maintain the Collective's profile, partnership links and positive working relationships with local services, employers and recovery communities</li> <li>• To lead on the development and implementation of project governance e.g. Policy &amp; procedure, with support of the SMT.</li> <li>• To establish and coordinate the Collective's timetable: a wide variety of groups/activities, as requested by Members – both face-to-face and online</li> <li>• To line-manage the Collective Organiser.</li> <li>• To support Members informally to achieve their personal recovery and development goals through engagement with Collective activities and other community services, pathways and assets.</li> <li>• To ensure that appropriate information is collected on all new Members, as directed by the Members Committee</li> <li>• To accelerate the growth of a peer support network across the county, including delivering/ identifying relevant training to Members to support the expansion of peer support into new areas.</li> <li>• To have a detailed knowledge of recovery and community resources locally and on-line</li> <li>• To establish and maintain high standards of conduct and professional boundaries with Members and colleagues</li> <li>• To attend and contribute to external meetings as required</li> <li>• To deliver training and information sessions to external audiences as required</li> <li>• To participate in professional development activities and complete mandatory training requirements</li> <li>• To work closely with the Evaluation Lead and contribute to monitoring, evaluation and progress reports as set out by the Evaluation Lead/ National Lottery Community Fund</li> </ul>

### Job Specification (Part 3)

Person Specification		
	Essential	Desirable
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of leading a service/project</li> <li>• Experience of embedding Co-production principles and practices within a community setting</li> <li>• Experience of partnership building/working with a range of external organisations</li> <li>• Experience of working with people accessing community services in their personal development/recovery journeys</li> <li>• Experience of facilitating forums/user groups/steering groups</li> <li>• Experience of supporting staff and volunteers in the workplace</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>• Experience of delivering on-line groups/learning</li> <li>• Experience of delivering brief interventions</li> <li>• Knowledge of community fundraising</li> <li>• Lived experience of recovery from addictions</li> <li>• Extensive experience of working with people trying to access recovery from substance dependence</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of substance misuse and the issues affecting those with addiction.</li> <li>• Good understanding of co-production principles and what these look like in action</li> <li>• Excellent knowledge of mutual aid and its benefits</li> <li>• Understanding of local employment pathways and support providers</li> <li>• Understanding of local community assets and support providers</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of recovery and associated support services in Nottinghamshire</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to liaise effectively with Members and staff</li> <li>• Ability to liaise effectively with external organisations</li> <li>• Ability to represent the Collective at a range of events/networks</li> <li>• Ability to effectively support and motivate colleagues</li> <li>• Ability to organise and prioritise own workload</li> <li>• Ability to keep calm under pressure</li> <li>• Ability to follow a project plan</li> <li>• Ability to work within professional boundaries</li> </ul>	Ability to develop early stage projects
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal and networking skills</li> <li>• Motivational interviewing skills</li> <li>• Group work or training facilitation skills</li> <li>• Good organisational and time management skills</li> <li>• To be able to contribute positively to team meetings</li> </ul>	



	<ul style="list-style-type: none"> <li>Excellent IT skills</li> </ul>	
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>To have the flexibility and focus to work in true co-production</li> <li>To have a 'can do' mentality</li> <li>To have a non-judgmental attitude towards people in recovery from a range of conditions/issues</li> <li>To have a passion for excellence</li> <li>To have a flexible approach to work</li> <li>To work in accordance with Company values at all times</li> <li>To take professional feedback and instruction positively</li> </ul>	
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>Be welcoming and professional to everyone who contacts the Collective</li> <li>Remain calm, patient and polite when working with Members and the wider public</li> <li>Be ambitious for all our beneficiaries</li> </ul>	
<b>Drive</b>	<ul style="list-style-type: none"> <li>Be confident and self-motivated</li> <li>Demonstrate a passionate commitment to support and work alongside people who have substance misuse histories</li> <li>Welcome and embrace change, with a positive attitude</li> <li>Be able to work unsupervised in a busy environment</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 be respectful and considerate to colleagues</li> <li>To enthusiastically support the team in pursuit of collective goals</li> <li>Always be a good team player</li> <li>Build and maintain good relationships with all team members</li> <li>Work together with the team to ensure that the Project is the best it can be</li> <li>Be willing to take on jobs to balance the team workload</li> </ul>	
<b>Other</b>	Full driving licence and use of a vehicle	

## Terms & Conditions (Part 4)

Terms & Conditions of Employment	
<b>Position</b>	Collective Community Builder
<b>Location</b>	Mansfield (some travel around Nottinghamshire will be required)
<b>Hours</b>	<p>Full time (37 hours per week)  <i>(Potentially 7pm close on one night a week and occasional outside office hours is required)</i></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.</p>
<b>Contract Type</b>	5 years (fixed contract)
<b>Salary</b>	£31,000 - £34,000 (dependent on experience)
<b>Probation Period</b>	6 Months
<b>Holiday</b>	Holiday entitlement in any holiday year is 27 days. This is in addition to Bank Holidays.
<b>Notice</b>	Staff are required to give two month's notice in writing to terminate their secondment/employment with the Company
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Two satisfactory professional, written references, one of which must be the last employer</li> <li>• Satisfactory Enhanced 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 review	
<b>Signature of Post Holder</b>	<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>

Recovery from Addiction

