Job Description (Part 1)

Post	
Job Title and Contract Type	Recovery Group Facilitator (Permanent)
Post Holder	Vacant
Hours	37 hours per week (full-time)
Reports to	Academy Service Manager

Double Impact CIC	Double Impact is a registered charity and not for profit organisation, established in 1998.
Our Mission **INSPIRING CHANGE AND POSITIVE CHOICE**	**Our Mission** is to provide a quality service which promotes recovery and community integration for people who have experienced problematic drug and alcohol use. By placing our service users' needs at the heart of our ethos and their own treatment experience, we provide a uniquely holistic, flexible service. We believe that with the right support everybody can recover and that in recovery anything is possible. Our Values: **Passionate Ambitious Independent Responsive Strengths-Based** https://www.doubleimpact.org.uk/
Nottingham Recovery Network (NRN) NRN is a partnership between: • Framework Housing Association (Lead Agency), • Double Impact • Nottinghamshire Healthcare NHS Foundation Trust • Al-Hurraya	The Nottingham Recovery Network (NRN) aims to deliver a fully-integrated, high quality drug and alcohol treatment and recovery support system with service user and carer involvement embedded in all aspects of its practice. The service focuses on a three-phase service delivery model comprising of: - Recovery Orientation (Engagement) - Recovery Delivery Interventions (Including psychosocial and pharmacological treatment interventions) - **Re-integration (Recovery including the Recovery Academy)** https://www.nottinghamrecoverynetwork.com/ **The Recovery Academy** The Academy aims to support individual and collective recovery through learning, training, mentoring and volunteering in a welcoming and supportive abstinence focussed environment. https://www.nottinghamrecoverynetwork.com/the-academy/
Main job purpose: Recovery Group Facilitator	**Main Job Purpose** The Recovery Group Facilitator is responsible for delivering and coordinating recovery-focused group programmes that support individuals to achieve and sustain abstinence-based recovery. Using their lived experience, the postholder will provide compassionate, strengths-based group and one-to-one support, empowering people to build confidence, resilience, and the skills needed to achieve their recovery goals. Working in a trauma-informed and person-centred way, the Recovery Group Facilitator will inspire hope, promote the benefits of mutual aid and peer support, and support individuals to successfully engage with recovery and learning opportunities. The role involves managing a caseload,

	advocating for recovery, and helping people make positive, lasting changes that improve their wellbeing, independence, and quality of life. Support and supervise Recovery Academy Volunteers; into and during their Volunteer Placement as part of their Progression pathway.

Job Description (Part 2)

Role Accountabilities:	
Key responsibilities and duties:	**Group Facilitation** • Facilitate and coordinate delivery of the Foundations of Recovery Group Programme, promoting recovery principles and practices whilst collaboratively with participants to review, co-produce, and continuously enhance programme content. • Design and deliver recovery-focused group sessions that highlight the benefits of abstinence, connection, peer support, empowerment, and active community participation. • Facilitate workshops covering resilience, wellbeing, self-care, communication skills, healthy relationships, mutual aid, managing resentment, personal responsibility, and relapse prevention. • Promote and support engagement to mutual aid groups, encouraging participation and highlighting their role in sustaining long term recovery. • Deliver SMART Recovery and other mutual aid sessions) as part of the Recovery Academy programme. • Create inclusive and psychologically safe group environments that foster hope, belonging, recovery identity, and shared earning. • Encourage participants to share lived experience, celebrate achievements, and inspire others through positive role modelling and visible examples of recovery. **Individual support and strength-based working** • Promote abstinence-based recovery, cultivating a culture of hope, possibility and the belief that sustained recovery is achievable for everyone. • Develop trusting, respectful, and non-judgmental relationships that recognise and build upon each individual's unique strengths, experiences and recovery aspirations. • Undertake holistic, strengths-based assessments and co-produce personalised recovery plans that promote choice, self-determination, wellbeing, abstinence and community integration. • Deliver regular one-to-one recovery planning sessions tailored to individuals' strengths, goals, and aspirations, supporting personal development, increased self-belief, and sustained recovery.

- Support individuals to identify, develop and strengthen their recovery capital through accessing housing, mental health services, education, employment, volunteering opportunities, mutual aid, and wider community resources.
- Apply trauma-informed and psychologically informed approaches to promote safety, dignity, resilience, and emotional wellbeing.
- Manage a caseload effectively, taking responsibility for the assessment, planning, implementing, and reviewing personalised recovery plans that support independence, citizenship, and long-term abstinence-based recovery.
- Complete comprehensive risk assessments, including risk to self and others, safeguarding concerns, and risk management planning, ensuring individuals are supported safely throughout their recovery journey.

Monitoring and Record Keeping

- Maintain accurate, timely, and person-centred records, including case notes, risk assessments, recovery plans, and progress reviews.
- Record and monitor outcomes that demonstrate growth in recovery capital, personal development, community engagement, and recovery progression.
- Utilise digital systems effectively to monitor outcomes, evaluate service effectiveness, and contribute to continuous service improvement.

Safeguarding Responsibilities

- Recognise, respond to and appropriately manage safeguarding concerns in accordance with organisational policies and procedures.
- Promote safe, inclusive, and recovery-oriented environments that support dignity, wellbeing, and psychological safety.
- Report safeguarding concerns promptly to the Designated Safeguarding Lead and contribute effectively to multi-agency safeguarding processes.
- Maintain accurate, confidential, and comprehensive safeguarding records.
- Participate in safeguarding training, supervision and reflective practice to maintain high standards of professional competence and risk management.

Promotion and Engagement

- Advocate for and promote the benefits of abstinence-based recovery.
- Engage and connect with individuals in meaningful abstinence-based and recovery-focused conversations.
- Help foster and sustain a strong culture of recovery that celebrates diversity, inclusion, personal growth, and community contribution.
- Showcase visible recovery by celebrating success, encouraging peer inspiration, and promoting participation in self-help and mutual aid networks.

	• Facilitate introductory sessions that provide a welcoming, inclusive and strengths-based experience from first contact. • Support referrals and signpost individuals to education, training, volunteering, employment, and wider community opportunities that enhance recovery capital and social inclusion. • Promote multiple pathways to abstinence-based recovery, recognising and respecting each individual's unique recovery journey, circumstances and goals. **Service Development and Collaboration** • Contribute to the ongoing development of recovery pathways, ensuring services remain person-centred, strengths-based, and recovery-focused. • Participate actively in team meetings, supervision, reflective practice, and training to continuously develop knowledge, skills, and maintain professional expertise. • Work collaboratively with recovery workers, peer mentors, mutual aid groups, community organisations, and partner agencies to provide effective wraparound support. • Promote meaningful service-user involvement and co-production, ensuring individuals have opportunities to influence service delivery and development. • Support individuals to access education, volunteering, employment, and community-based activities that strengthen purpose, identity, belonging and recovery capital in line their personalised recovery plans. • Act as an ambassador for visible recovery, promoting recovery success stories and representing the abstinence-based service positively within the community. • Promote a culture that values hope, empowerment, peer support, community connection, and lifelong recovery.
Values and Behaviours	• Maintain appropriate personal and professional boundaries, working in accordance with Double Impact's Code of Conduct and to act as a positive role model for colleagues and service users. • Promote equality, diversity, inclusion, and respect in all aspects of work. • Maintain confidentiality relating to organisational, colleague and service user information in accordance with policy and professional standards. • Demonstrate and uphold the Values of Double Impact and Nottingham Recovery Network. • Show a commitment to excellence and maintain a flexible, responsive approach to work. • Maintain a non-judgmental, compassionate and person-centred approach at all times. • Be ambitious for service users promoting high aspirations and positive outcomes. • Present a professional image and act as a positive ambassador for Double Impact and the Nottingham Recovery Network at all times.

	• Demonstrate a pro-active and solution focussed approach, undertaking additional duties as reasonably required by the management team. • Take responsibility for ongoing personal and professional development and engage fully with training, supervision, reflective practice and development opportunities.

Job Specification (Part 3)

Person Specification		
	Essential	**Desirable**
Education and Experience	• Lived experience of addiction and recovery, either personally or as a family member or significant other affected by addiction. • Experience of abstinence-based recovery. • Experience of working in a recovery, health, social care, or community setting or related support settings. • Experience of coaching, mentoring, or key working. • Relevant qualifications in health, social care, coaching, or related fields. • Experience of delivering group work sessions or peer support groups. • Experience of working with people from a range of social, cultural and ethnic backgrounds. • Experience of digital recording systems. • Experience working in a peer-led or co-production environment.	• Experience of working in partnership with other services (e.g., housing, mental health, employment support). • Experience of creating individualised recovery plans. • Working within a values-based organisation
Knowledge and Abilities	• Understanding of substance use recovery pathways and strengths-based, trauma-informed and person-centered approaches. • Understanding the principles of supporting individuals working towards a commitment to abstinence. • Excellent communication and interpersonal skills, with the ability to build positive, trusting relationships. • Ability to facilitate group sessions and deliver structured workshops. • Competence in maintaining accurate records and using digital systems.	• Motivational Interviewing Skills • Groupwork facilitation skills • Knowledge of local services and community resources.

	• Strong organisational skills and the ability to manage a varied workload. • Good level of IT literacy • Ability to maintain accurate and timely records. • Knowledge of safeguarding procedures and experience of working with vulnerable adults. • Ability to maintain professional boundaries • Ability to work on own initiative.	
Values and Behaviours	• Demonstrates a positive, proactive, and solution-focused approach. • Maintains a non-judgemental and compassionate attitude towards individuals affected by substance use and offending behaviours. • Demonstrates a commitment to excellence and a strong level of self-motivation. • Embodies and promotes the values of Double Impact and the Nottingham Recovery Network • Works with integrity, honesty, and transparency. • Is approachable, supportive, and respectful in all interactions. • Understands and maintains professional boundaries. • Is reliable, trustworthy, punctual, and accountable. • Presents professionally and acts as a positive role model. • Demonstrates a commitment to equality, diversity, inclusion, and anti-discriminatory practice. • Works collaboratively and is willing to support colleagues to meet team objectives. • Promotes and advocates for the opportunities, benefits, and sustainability of an abstinence-based lifestyle.	

Terms & Conditions (Part 4)

Terms & Conditions of Employment	
Position	Recovery Group Facilitator
Location	Friar Lane

Hours	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. You are entitled to a daily unpaid meal break of 40 minutes when working hours are 6 or more. 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.
Contract Type	Permanent
Salary	£31,432
Probation Period	6 months
Holiday Entitlement	Holiday entitlement in any holiday year is 27 days. This is in addition to Bank Holidays.
Notice	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. 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.
Conditions	• 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	I have read and accept the duties and responsibilities outlined in this job description. Signature: _____ Print Name: _____ Date: _____