



## **Job Description**

<b>POST</b>	<b>COMMUNITY COORDINATOR</b>
<b>REPORTS TO</b>	Director of Operations
<b>HOURS</b>	Full or Part time Offered
<b>SALARY</b>	£23,650 (pro rata)

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### **Purpose:**

To promote the SMART Meeting Facilitator and Volunteer Regional Coordinator (VRC) roles and increase the uptake of SMART Recovery across the region. To identify, recruit, train, and support meeting facilitators to develop their skills, with a focus on providing a package of support to UK SMART Recovery volunteers.

This is a home-based role, with a requirement to travel within the designated region and to quarterly face to face team meetings.

### **The main activities and responsibilities are:**

1. To take a structured approach to the development and support of UK SMART Recovery meetings in the specified localities.
2. To provide operational management support and development to Volunteer Facilitators.

3. To provide advice and support as requested to facilitators based within partner organisations.
4. To attend UK SMART Recovery meetings across the area in order to maintain oversight of the quality standards expected of meetings, providing feedback and encouragement to facilitators, promoting communication, problem solving and sharing good practice.
5. To provide facilitator network support meetings as a forum to promote shared learning, encouragement and development of skills. Furthermore, encourage VRCs to do the same.
6. To deliver UK SMART Recovery training either face to face or via webinar to new meeting facilitators including refresher courses as required.
7. To promote the Peer Meeting Facilitator Role and Volunteer Regional Coordinator role. To network with peers to develop their confidence and facilitate their attendance at facilitator training courses or using online training as appropriate.
8. To develop and maintain contact with treatment services and other organisations as appropriate to ensure they continue to promote UK SMART Recovery and peer- led meetings.
9. Develop and maintain relationships with staff and managers of service provider organisations who are in partnership with SMART Recovery.
10. To attend events in the defined area to promote UK SMART Recovery including making presentations to stakeholders.
11. To link with prisons and associated community based

criminal justice teams to provide information regarding SMART Recovery to encourage a continuity of care model.

12. To deal promptly and courteously with enquiries, e.g. from peers and their friends and family looking for meetings, from peer meeting facilitators experiencing difficulties and from partner organisations.
13. To represent SMART Recovery in a professional manner at all times, championing the work of the charity and helping to achieve a collective mission of growth.
14. To develop in depth knowledge about SMART activity in the designated areas aligned to the role.
15. To provide regular reports and monitoring data as required by the Director of Operations or the central Office Team.
16. To attend regular staff team meetings and contribute to projects, work plans, events as required.
17. To take part in professional development activities including training, regular supervision, and annual appraisal.
18. To undertake other tasks as required. required as may be reasonably required.

Please note that this job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

**Additional requirements:**

- To be able to work from home. A laptop and mobile

- phone will be provided (Essential).
- To reside within the designated region that the post supports - **North West, North East Scotland, West Midlands and London** (Essential).
  - An enhanced DBS or PVG check (Essential).
  - To be able to demonstrate a minimum of 2 years relapse free.
  - To be able to undertake regular travel with occasional overnight stays (Essential).
  - A full valid driver's license (Desirable).

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>IDENTIFIED</b>
<b>Experience</b>	<p>Experience of working with people with addictive behaviours and recovery orientated organisations.</p> <p>Experience working with volunteers.</p> <p>Experience of developing working relationships with organisations engaged in treatment and recovery.</p> <p>Experience of making presentations to other professionals and organisations.</p> <p>Experience of delivering training.</p>	<p>Experienced UK SMART Recovery meeting facilitator.</p> <p>Experience of delivering training to groups of learners either in person or on-line.</p>	Application Interview Test
<b>Knowledge and Skills</b>	<p>Knowledge of the UK SMART Recovery programme.</p> <p>Knowledge of the effects of addictive behaviours and the recovery journey.</p> <p>Knowledge of safeguarding procedures.</p> <p>Knowledge of appropriate boundaries with</p>	<p>Knowledge of the various organisations providing mutual aid and UK SMART Recovery's unique contribution.</p> <p>Mental Health 1<sup>st</sup> Aid.</p>	Application Interview Test

	<p>volunteers and meeting participants.</p> <p>Excellent verbal and written communication skills, ability to engage an audience and stakeholders, and ability to write reports as required.</p> <p>Good IT skills, including email, word processing, power point, spread sheets etc.</p> <p>Ability to use social media in a professional role</p> <p>Ability to gather local intelligence and provide reports as required</p>		
<p><b>Personal Qualities</b></p>	<p>Self-motivated, able to work with remote supervision.</p> <p>Resilient, able to cope with adversities</p> <p>Flexible and able to adapt to changing circumstances</p> <p>Able to motivate others</p> <p>A team player, willing to contribute to the goals of others</p>		<p>Application Interview Test</p>

	<p>A professional approach to work and understanding what it means to represent SKART Recovery.</p> <p>A 'can do' attitude, looking for solutions to problems.</p> <p>Able to listen, receive feedback and learn.</p>		
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