



**We are recruiting!**

**SMART Community Coordinator posts**

**Home Based.**

**Band F £23,650 per annum. 3-5 days per week available.**

**Permanent role pending 12 month review.**

We are excited to announce that we are looking for 4 motivated and compassionate individuals with experience in addiction recovery and/or mental health to help us expand and develop SMART Recovery in the following regions:

**North East Scotland:** Angus, Fife, Dundee, Perth & Kinross area and providing oversight of the Highlands.

**Northwest:** Cheshire, Merseyside, Greater Manchester, Lancashire, Cumbria.

**West Midlands:** Birmingham, Shropshire, Herefordshire, Worcestershire, Warwickshire, Staffordshire.

**London:** The London Boroughs or NE London incl Essex.

You need to have experience of facilitation and be able to demonstrate this with direct experiences. You should have knowledge of best practice in facilitation and possess good presentation skills. Knowledge of the SMART Recovery Program is advantageous but not essential.

We accept applications from individuals who have lived experience of addiction either directly or by association. You need to demonstrate excellent communication and organisational skills, be able to motivate yourself and others and manage your time efficiently.

Experience of working with volunteers is essential and experience of delivering training would equip you well for the role. The ability to support people with adverse lived experiences in a grounded manner and be able to provide support within professional boundaries is important. Giving and receiving feedback, gathering data and other evidence to inform service development, and exercising reflective practice are all essential attributes.

To enhance the team's skill set we are looking for people with the following backgrounds as desirable attributes:

- Training or teaching others (including train the trainer).

- Military Service
- Digital media and the internet of things (IoT).
- Business intelligence/data and analytics.

The role is home based and you will be provided with all office equipment as needed. In order to manage your time and travel budget effectively you will need to be comfortable forming and developing relationships online, attending and hosting meetings via zoom or MS Teams. It also involves travelling around a local region, visiting SMART meetings and facilitators in your area delivering a package of support to facilitators, helping the charity to grow.

In addition, you will contribute to the global development of SMART Recovery via projects identified by Smart Recovery International.

It is essential that you live in the region you wish to work in and can travel.

Previous applicants need not apply.

**For an application pack:**

Email [info@smartrecovery.org.uk](mailto:info@smartrecovery.org.uk)

Call Central Office 0330 053 6022 (Monday -Friday 9.00 – 5.00)

**The closing date for completed applications is 30th September.  
Interviews will take place week beginning 17<sup>th</sup> October 2022.  
These posts are subject to a satisfactory DBS/PVG check.**