



Job Description

POST	Veteran Programme Lead - Scotland
REPORTS TO	Head of Operations
HOURS	37.5 hours per week
SALARY	£27,000 full-time salary
CONTRACT	2-year fixed term contract or secondment

Purpose:

To promote the SMART Recovery Veterans Programme in Scotland and provide a single point of contact for veterans seeking recovery and organisations that support veterans. To deploy a strategy to develop Veterans SMART mutual aid meetings and Family & Friends meetings in community, addiction services, housing, residential and criminal justice settings. To identify, recruit, train, and support meeting facilitators to develop their skills, to ensure meetings are well run and sustainable. To lead the quality assurance system for the programmes.

To market the programme, raise awareness, create a professional network, evaluate and generate new business for the charity, this is a national leadership role for Scotland.

Mirror the work undertaken by the Programme Lead for England and work in partnership with them to create spaces for veterans in recovery UK wide. The role is funded for 2 years by the Corra Scot fund, and as such is a 2-year post. We are willing to discuss secondment options. As part of this role you will need to meet

KPIs in line with the funding.

This is a home-based role, with regular travel required including occasional overnight stays at various locations in the UK.

The main activities and responsibilities are:

1. To provide a single point of contact to veterans seeking recovery and to organisations supporting veterans in Scotland.
2. To lead veteran specific meetings regularly using the SMART Veterans model.
3. To identify opportunities for generating income through grants, fundraising, sponsorship, licenses and philanthropy.
4. To take a structured approach to the development and support of UK SMART Recovery Veterans mutual aid meetings.
5. To develop and support meeting facilitators providing advice and solutions as necessary.
6. To develop Veterans Family & Friends meetings.
7. To link with prisons and through care to encourage the adoption of the programme in order to create continuity.
8. To ensure monitoring data is captured and reporting is completed and returned in line with reporting requirements.
9. To lead the quality assurance function and review the quality of meetings, providing feedback and

- encouragement to facilitators, promoting good practice.
10. To provide network meetings for SMART Recovery Veterans Meeting Facilitators to promote learning, encouragement and development of skills.
 11. To attend events in the defined area to promote UK SMART Recovery including making presentations to stakeholders.
 12. To deal promptly and courteously with enquiries, e.g. from peers and their friends and family looking for meetings, from peer meeting facilitators and from partner organisations.
 13. Respond to positive and negative feedback and complaints as per the complaints policy.
 14. To deliver Facilitator Training Course online or face to face as required including after-training skills development such as tool time sessions.
 15. To provide any other reports and monitoring data as required by the Senior Management Team for the grant awarding body.
 16. To attend staff team meetings, both online and face to face and contribute to projects, work plan, events as required.
 17. To take part in professional development activities including training, regular supervision, and annual appraisal.
 18. To undertake other tasks 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).
- A clear DBS/PVG check (Essential).
- To be able to undertake regular travel with occasional overnight stays (Essential).
- A full valid driver's license (Desirable).
- For those with direct lived experience of addiction to be able to demonstrate a balanced life and longevity of stability is important for this leadership role.

CRITERIA	ESSENTIAL	DESIRABLE	IDENTIFIED
Experience	<p>Veteran of the armed forces.</p> <p>Experience of working with people with addictive behaviours and recovery orientated organisations or experience in a welfare role</p> <p>Experience of mutual aid, working with or being a volunteer.</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 group facilitation or delivering training to learners.</p>	<p>Experienced UK SMART Recovery meeting facilitator.</p> <p>Experience of delivering training to groups of learners on-line.</p> <p>Experience of delivering a military veteran welfare role.</p>	Application Interview
Knowledge and Skills	<p>Knowledge of the effects of addictive behaviours and the recovery journey.</p> <p>Knowledge and understanding of PTSD and the effects of combat trauma and moral injury.</p> <p>Knowledge of safeguarding</p>	<p>Knowledge of the UK SMART Recovery programme.</p> <p>Knowledge of the various organisations providing mutual aid and UK SMART Recovery's</p>	Application Interview

	<p>procedures.</p> <p>Knowledge of appropriate boundaries with volunteers and people in recovery.</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 required for project management.</p> <p>Ability to use social media in a professional role.</p> <p>Ability to gather local intelligence and provide reports as required by the project.</p> <p>Commitment to safeguarding protocols and procedures.</p>	<p>unique contribution.</p> <p>Knowledge of the MOD 'leavers' pathway and the support that is offered.</p> <p>A relevant professional network.</p>	
<p>Personal Qualities</p>	<p>Self-motivated, able to work with remote supervision.</p> <p>Highly resilient, able to cope with adversities.</p>		<p>Application Interview</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>A professional approach to work and understanding what it means to represent SMART 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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