



# SMART Recovery Volunteer Meeting Facilitator

## Role Description and Requirements

### Personal Qualities / Prior Training Requirements

- You must have completed the 'Introduction to SMART Recovery' and 'Getting SMART' training modules.
- You will have to complete the Volunteer Recruitment process. This is a short interview, references and a DBS/PVG check.
- Ideally, you should have attended at least 5 SMART Recovery meetings.
- Ideally, you will have had experience of co-facilitating meetings before you start to facilitate your own meeting.
- You will be at a stage in life where your own recovery is stable.
- Will have regained a good level of self-awareness.
- Able to commit wholeheartedly to SMART Recovery values.
- Good communication skills and able to engage others.
- Good organisational skills, able to manage own time and lead a balanced life.
- A team player, willing to work with others, both volunteers and staff, for the good of SMART Recovery and the meeting participants.
- Willing to act as an ambassador for UK SMART Recovery and help to build its good reputation.
- Self-motivated, able to make a regular commitment of time and energy to UK SMART Recovery.

### Core Tasks

- Abiding by the Facilitators code of conduct.
- Completing the authorised training for Facilitators.
- Ensuring participants abide by the meeting code of conduct.
- Ensuring meetings are correctly registered with UK SMART Recovery.
- Running meetings according to the SMART Recovery Meeting Structure.
- Ensuring the Opening Statement is read at every meeting.
- Sharing the Meeting Guidelines at every meeting.
- Providing the information needed for the quarterly activity report.

### Setting up Meeting(s)

- Finding a suitable location/venue (Meetings **can not** be held at treatment providers venues (unless outside office hours and agreed by UK SMART Recovery) and should be held at your local community venues e.g. a church hall, community centre, fire station, community room, supermarket community room, library, leisure centre etc. Please note;

if Meeting Facilitators agree to hire a room, they are responsible for any payment and are encouraged to use pass the hat to gather donations. Unfortunately, SMART Recovery does not have funds to cover hire of rooms but inform central office if this becomes a barrier to running meetings.

- Promote the meeting by liaising with treatment providers, GP's and local services using the fliers and posters in meeting registration pack. (or available from Central Office on request)
- Source the necessary resources such as flip chart, paper and pens, tea and coffee if facilities available. \*(local meeting facilities, Co-operative stores and local supermarkets often respond well to requests for donations for mutual aid meetings).
- Recruit volunteers to help with practical tasks.

### **Admin Tasks**

- Complete monthly survey from Central Office.
- Notify Central Office of any changes to the meeting as soon as possible.
- If passing the hat for donations, ensure a record is kept and money stored safely.
- Collect leaflets and contact details of other useful services, e.g. debt and money advice, food bank, benefits advice, housing advice, counselling services, out of hours health care etc.

### **Meeting Management**

- Setting up meeting room: Arranging chairs, flipchart and laying out SMART materials.
- Meeting and greeting participants.
- Providing SMART Recovery materials.
- Tidying the meeting room after the meeting, disposing of used flipchart pages, collecting unused materials and securing room if need be.

### **Meeting Facilitation**

- Initiating the check-in.
- Verifying and setting topics for the meeting agenda with the group.
- Initiating and overseeing the group discussion / work time.
- Managing challenging participants with the help of the group.
- Using a flipchart to highlight discussion points and ensure at least one SMART tool is used at each meeting.
- Concluding the discussion with check-out and sign posting.
- Encourage others to think about training to become Meeting Facilitators.

## The UK SMART Recovery Application Process

### Why has SMART changed the policy about meeting facilitators?

SMART has a legal responsibility to take all reasonable steps to ensure our volunteers are appropriate people to run meetings. The safety and wellbeing of meeting participants is our priority.

### Why do people have to apply – isn't SMART all about mutual-aid?

Mutual Aid is part of what SMART is about. We also have our website with resources, videos, on-line meetings and webinars, as well as our on-line training.

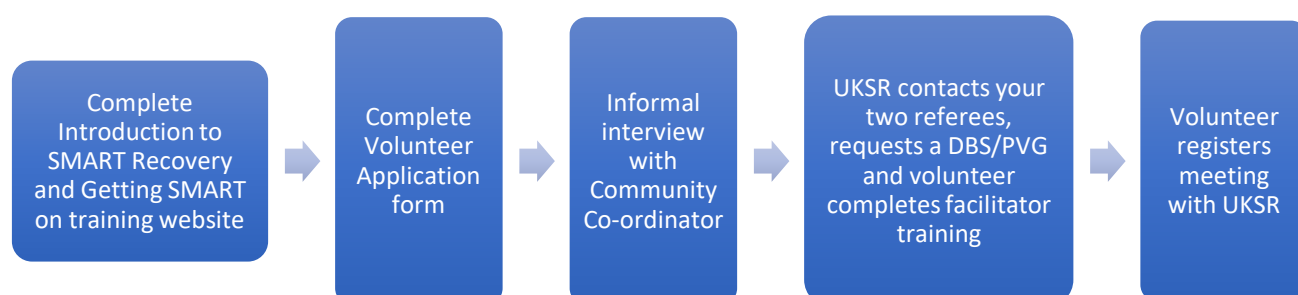
Delivering the SMART Programme in groups of people with lived experience extends the meetings beyond mutual-aid as it is a programme facilitated by trained individuals.

Introduction to SMART Recovery and Getting SMART are on-line training courses for anyone interested in learning about the SMART Programme in support of their own recovery, or the recovery of a family member or loved one. They are freely available to anyone: no enrolment is needed.

The SMART Facilitator training course is specifically for those who want to facilitate a SMART meeting. SMART Recovery provides trained and vetted volunteers to ensure the safety and wellbeing of meeting participants.

People who Facilitate groups, as a volunteer with any treatment service (or partner agency) will usually have been through a similar application process to this one. This process relates specifically to those people who volunteer to Facilitate SMART meetings, in the community and on behalf of UK SMART Recovery.

### The Volunteer Recruitment Process



## Won't DBS or PVG checks stop people applying?

We hope not; we understand that some people may have gone through the criminal justice system in the past. What we value is honesty from applicants, so if there is a conviction which will show up on a DBS/PVG check please let us know. Your lived-experience is important and previous convictions are not necessarily a barrier to being approved as a SMART volunteer.

We appreciate confronting past actions and the resulting consequences can be difficult. However, some of our key partners require DBS/PVG volunteer checks. Most opportunities for employment will require the same checks, getting over this hurdle with support from SMART can help with future volunteering or employment opportunities.

The results of any DBS/PVG checks are only seen by staff in the central team involved in the recruitment process. Furthermore, the content is treated as strictly confidential and not share beyond the purpose of the volunteer application.

Anyone with a conviction for offences that include sexual crimes or violence against children, or vulnerable adults, will not be considered as suitable to volunteer with SMART Recovery.

Other than this exception SMART Recovery is a highly inclusive organisation and encourages applications from all walks of life, cultures and backgrounds.