

 BETHANY CHRISTIAN TRUST

JOB DESCRIPTION – RECOVERY & ACTIVITIES FACILITATOR

**1 JOB DETAILS**

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| **Job Title** | Recovery & Activities Facilitator | **Line Manager** | Senior Community Development Worker |
| **Grade Level** | 3 | **Spine Pt Range** | 19 – 23 |
| **Section/Unit** | Community Support & Development East | **Directorate** | Homelessness Prevention |
| **Location** | Dundee |
| **Hours** | 22.5 hours  | **FTE** | 0.6 |
| **OR** | Required to have a genuine and active Christian faith and commitment |

**2 MAIN RESPONSIBILITIES**

To lead, facilitate and develop recovery work and recreational activities in partnership with churches and other organisations. Identifying those in need and creating positive pathways for people to engage in our wider services to fulfil their potential by providing ongoing support and encouragement that enables long-term transformation. The role is equivalent to a Community Development Worker and involves creating a safe and positive environment that allows people receiving support to thrive.

# 3 MAIN RESPONSIBILITIES

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|  | Approx. % of time |
| * Coordinate, prepare and facilitate the delivery of recreational activities in groups and recovery groupwork as agreed with line manager.
 | 40% |
| * Plan and facilitate the delivery of recreational activities with individuals as one-to-one sessions. Engage with and assess the needs of participants in order to provide support that is best suited to their needs including raising awareness of services, courses and support to engage in activities as well as offering emotional support.
 | 40% |
| * Build relationships with key stakeholders (local churches, Health, Social Work Services) to create sustainable ongoing support for people that use our services.
 | 5% |
| * Train and support volunteers to actively work with those who use our services (protected adults) to ensure a safe and positive environment where trusting relationships can be fostered and participants feel comfortable.
 | 5% |
| * Developing your role within the wider context of Bethany’s work. Demonstrating a commitment to personal and professional development. Monitoring progress and evaluating outcomes while maintaining data as required for management reporting. Undertaking effective and efficient administration. Making presentations to churches and community groups.
 | 5% |
| * Participate in Christian worship with other staff and, where appropriate, service users and stakeholders.
 | 5% |

**4 PLANNING AND ORGANISING**

* Plan activities to do with individuals one-to-one in response to their suggestions and requests. Organise regular group activities for individuals in recovery to increase positive relationships.
* Plan the delivery of recovery material that includes Bethany’s resources, in coordination with members of your team, partnerships with churches and other organisations.
* Organise one-to-one meetings with people accessing the programme and those desiring recovery within the community to assess ongoing support needs and available opportunities.

**5 PROBLEM SOLVING**

* Determine the best approach to deal with concerns and issues that arise regarding staffing and those accessing the programme.
* In discussion with team members and line manager consider appropriate responses to enquiries and issues.
* Consider ways of maintaining positive relationships and contact with people using the service.
* Capitalise on unplanned opportunities that present themselves, making use of available resources with flexibility and creativity.
* Use initiative to solve problems.
* Open to change with a willingness to embrace and meet the changing needs of the service and organisation.
1. **DECISION MAKING**
* The post holder will engage with and assess the needs of participants, both individually and in groups and the best way of working together by considering the five stages of change (Pre-contemplation, Contemplation, Preparation, Action, Maintenance).
* Working with partner agencies including churches and Health & Social Care to enable the highest level of engagement and positive outcomes for those engaging with recovery.
* By working with partner agencies, the post holder will signpost where necessary those who use our services, or are on the fringes of them, to access other agencies for the benefit of increased stability and independence.
* Given limited resources, the post holder will have to decide on how to work with individuals to maximise the benefit for those using our services.
* Ability to work on own initiative when appropriate without close supervision, to make sound judgements that adhere to all organisational policies and procedures.
* Identify the training requirements of new and existing volunteers and support their understanding to inform good practice.
* Have good self-awareness to know when to ask for additional support, supplementary supervision, and debriefing.

**7 KEY CONTACTS & RELATIONSHIPS**

The establishment of meaningful, fruitful and sustainable relationships is central to the success of the role. The key types of relationship to be developed and the desired outcomes from them are listed below:

* Participants – People engaging with Bethany become successfully integrated into their community, sustain their accommodation, maintain their recovery, and become, where appropriate volunteers.
* Volunteers – Volunteers become highly trained and supported in their role to be highly professional in their manner and achieve quality outcomes.
* Bethany Staff – Staff are aware of the work of Bethany across Dundee and professional relationships flourish, always reflecting the values of the organisation and contributing to a high level of team work.
* Church Leaders – Bethany become a chosen partner to support the outworking of churches mission and vision to their community.
* Other Agencies – Bethany’s services continue to be valued and harmonise with other services and secure regular referrals.

**8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB**

The qualifications and characteristics that will be desirable of the person undertaking the role include:

* A qualification in Addictions Work or Social Care at equivalent of SCQF level 7, or a willingness to work towards such a qualification;
* Hold a full driving licence and have access to their own car for the purposes of fulfilling the duties of the role;
* A desire to enrich the lives of vulnerable members of society;
* Experience that demonstrates a high level of ability to work with people struggling with addiction or issues of homelessness;
* Good organisational skills and written communication with an ability to maintain clear and accurate records as well as having excellent face to face communication and listening skills;
* Experience of working in a team with an ability to build professional relationships and work in partnership as well as on own initiative;
* To be able to show God’s love in action as an outworking of personal Christian faith to all stakeholders;
* Excellent capacity to form, build and maintain relationships with people from a range of backgrounds and professions;
* Experience of facilitating group work and or one-to-one sessions;
* Flexible to change and able to work with multiple concurrent tasks that balance short term reactive demands with long term service needs;
* Ability to think critically about people’s needs and be able to develop innovative responses.

# Reporting

* The Senior Community Development Worker will regularly meet with the post holder to support the development and delivery of the activities and wider recovery work as well as ensuring that progress and activity including outcome evaluations and output statistics are shared.
* The post holder has no direct reports but will supervise and support volunteers.

**10 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION**

* The post holder is required to have an active Christian faith on the basis of the following:
* *The face to face contact the post holder will have with service users in facilitating their increasing independence through physical, emotional and spiritual support****.***
* The post-holder is required to participate in and occasionally lead Christian worship in a work setting and respond to questions about the Christian faith from personal experience, in order to contextualise Bethany’s Vision of working with vulnerable people as an expression of Christian love in action.
* The post holder will be expected to promote a common understanding of what Bethany’s values mean. Critical to success there will be an expectation of the post holder to consistently model Bethany’s values in all activities and relationships.

**Culture –** *Love* is our standard.

We *Serve* others.

We *Value* the whole person.

* The work may involve some work outside of normal office hours, including evenings.
* A willingness to travel further afield for organisational away days and to build wider organisational understanding will be requested occasionally.
* This post, under the Protection of Vulnerable Groups (PVG) Scheme undertakes regulated work as part of the normal duties and therefore requires an enhanced disclosure certificate under the PVG Scheme. Specifically, the regulated work includes:
	+ Support for vulnerable adults in the community.