



RED ROSE RECOVERY LANCASHIRE

JOB DESCRIPTION

Job Title: Community Leader

Reports to: Operations Manager

Responsible to: Red Rose Recovery Lancashire Board

Base: 3 Full Time positions available in Lancashire.

1x F/T - YMCA Building, Fleet Street, Lancaster

1 x F/T - St Wilfs Building, Fox Street, Preston

1 x F/T - St James Old School, Accrington

Salary: £23,111

Job Summary:

The Community Leader will:

- Lead the engagement with the recovery community for their specified area.
- Lead on the development and recruitment of volunteers
- Link in to their local community to develop referral pathways to ensure a steady flow of referrals and members
- Support members with projects, service user groups and forums in their locality using an Asset Based approach in order to identify and maintain purposeful and meaningful activity
- Empower service users to take part in the planning, monitoring and reviewing of substance misuse services through LUF.
- Promote and advocate access to substance misuse services

REGISTERED COMPANY NUMBER: 08302102 | REGISTERED CHARITY NUMBER: 1152474

www.redroserecovery.org.uk
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- Promote 'Building Recovery in the Community' (BRIC) funding and ensure local views are represented on decision making panels
- Liaise with successful BRiC applicants to ensure members can volunteer and access suitable services
- Work with successful BRiC applicants to ensure monitoring information is completed as required
- Recruit, train, develop and supervise volunteers to promote recovery in the community through activity.
- Support and promote weekly drop in meetings with volunteers
- Supervise projects in line with H&S regulations were required
- Provide line management and supervision to a volunteer coordinator post
- Collate documentary evidence relating to the Locality Post (Outputs & Outcomes)
- Manage and maintain database
- Advocate with Partner agencies supporting recovery
- Process referrals in lie with company policy
- Ability to deal with Safeguarding issues
- Ability to write written reports and present to SMT

Responsibilities:

- To assist service users to map, publicise, and maintain links with substance misuse service user and carer groups across Lancashire.
- To actively be part of 'Building Recovery in the Community' (BRIC) grant commissioning processes.
- Promote the recovery strategy to increase active participation of service users and improve access to services for themselves, their families and carers.
- To offer developmental and infrastructure support to service users wanting to develop and sustain recovery groups and forums within their locality
- To offer practical support to service users and their groups to link with and share information and good practice across the county
- To Provide training for volunteers and members with Red Rose Recovery
- To support service users and their groups to take up and develop Asset Based Community Development initiatives including mapping of their own, gifts, capacities and skills and those of local groups and organisations, for use in their own communities e.g. through



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volunteering

- To support local services to improve their accessibility to hard to reach communities and individuals
- To support clients undertaking our Citizenship Programme
- To support service users to share and cascade health information through local networks and participate in consultation processes
- To undertake training as identified via personal development planning process.
- To record all activities and monitoring information as required by the project commissioners.
- To undertake other duties commensurate to the grade of the post.
- To work within a budget and to manage both expenses and timesheets. Ensure that groups are facilitated across the Locality in line with LCC contract
- Ensure that there are adequate groups running in line with LCC contract

General:

- Ensure legal health and safety compliance at all times.
- To act as a corporate team member at all times and as an ambassador for Red Rose Recovery and LUF.
- To maintain confidentiality at all times.
- To adhere to all relevant policies and procedures.
- To establish and maintain a positive working relationship with service providers, commissioners and all stakeholders and the Volunteer, Community and Faith Sector.
- To undertake training as identified via personal development planning process.
- To undertake other duties commensurate to the grade of the post.
- Access to transport to undertake duties



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Person Specification

CRITERIA	STANDARD	Essential (E)/Desirable (D)
Work/Voluntary Experience	Experience of working with volunteers in communities	E
	Experience of organising and prioritising a demanding workload	E
	Experience of setting up events and meetings or willingness to learn	E
	Experience of working with a wide range of individuals, including professionals, carers and service users.	E
	Experience of setting up/organising voluntary groups/community groups	E
Knowledge	Knowledge of issues relevant to drug and alcohol misuse and recovery from addiction	E
	Understanding of how networks in communities can benefit recovery	E
	Understanding of asset/strength based approaches	E
Skills/Abilities & Aptitudes	Ability to produce accurate work to tight deadlines under pressure	E
	Ability to communicate clearly in writing and orally to committees and small meetings	E
	Word processing skills/ability to email and use attachments	E



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	Ability to work independently but also seek support when needed	E
	IT Literacy	E
	Budget Management	E
Attitude	Commitment to the Organisation's aims and values.	E
	Commitment to personal and professional development	E
	Commitment to equality and diversity	E
	Commitment to providing a high quality service	E
	Maintain appropriate confidentiality at all times	E
	Adhere to Health and Safety at all times, including boundaries and wellbeing of self and service users.	E
	Willingness to work flexibly and regulate hours in accordance with the needs of the work	E