



Recovery Coaching Development Worker Job Description

Background

The Serenity Cafe is in the early stages of an exciting journey towards opening a cafe and networking hub in Edinburgh for people recovering from addiction/dependency. The purpose of the Serenity Cafe is to help people build their 'recovery capital' – a term describing people's understanding of recovery and their activities for personal development, social relationships, their sense of community and making a contribution, and their steps towards long term goals for a full and happy life.

Volunteers in recovery have been the driving force behind the development of the Serenity Cafe. Volunteers participate in a steering group which manages and drives the initiative forward, volunteers run monthly cafe-club events for people in recovery, and volunteers also support each other. It is this peer support we want to develop in this one-year position funded through the Long Term Conditions Alliance Scotland (LTCAS).

Role: Recovery Coaching Development Worker

Hours: 37/week

Term: 1 year initially

Pattern of working: flexible, but will include evenings and some weekends

Location: Comas office, 14 Montrose Terrace, Edinburgh, and other locations as required to deliver the objectives of the post

Rate of pay: APV (£28,680 per annum)

Reporting / Support: Comas CO – Ruth Campbell will manage the post on behalf of Comas, the formal employer. However the Serenity Cafe steering group will guide the direction of the work.

Tasks

- Develop the volunteer programme for people in recovery, linked to the Serenity Cafe initiative. This task will involve:
 - engaging volunteers in recovery in activities to further promote their own recovery and support their peers.
 - liaising with professionals in health and social services to promote volunteering in the Serenity Cafe and maintain appropriate support for volunteers in recovery.
 - developing peer support and mentoring between people in recovery, training peer mentors and matching them with volunteers, monitoring progress.
 - designing a recovery coaching programme, involving recruitment and training of volunteers in recovery in a coaching for recovery capital framework, developing coaching skills, and matching recovery coaches to people in early recovery who want coaching for their personal development and to strengthen their recovery.
 - supporting recovery coaches and peer mentors to contribute to a range of exciting and practical volunteering programmes appropriate to people's support needs and personal progress.
 - developing ways to celebrate recovery and celebrate volunteer progress.
 - support the development of the Serenity Cafe recovery community and integrate the volunteer development programme to provide volunteers with affirmation and recognition.
 - contribute to the action research nature of the development, ensuring ongoing feedback from volunteers and other stakeholders to ensure ongoing learning and development throughout the work.



Skills – essential

- Understanding of the concept of recovery capital, and of recovery community.
- Effective communicator with well honed people skills.
- Experience of working with volunteers – encouraging, negotiating, supporting and challenging others in groups and individually.
- Experience of working with people recovering from dependency.
- Knowledge of the range of professionals and services supporting people in the addiction field.
- Experience of monitoring and evaluation.
- High level of self-organisation, able to plan work, and report what has been achieved, and motivated to get results.
- Proficient on computers: minimum Word and Excel.

Skills – desirable

- Personal experience of recovery.
- Previous experience of designing and delivering training programmes.
- Previous experience of coaching / a recognised coaching qualification.
- Knowledge of accreditation routes such as ASDAN or SQA.
- Ability to use new technology to communicate with volunteers (i.e. SMS and facebook).
- Driver (with full license).
- Experience of working with a new committee or planning group.
- Previous community development experience.
- Driving license

Please note that our main requirements are enthusiasm, commitment to the idea of a Serenity Cafe, and confidence to work fairly independently.

Comas is a small organisation and can get very busy. Communication is different than in a larger office/project environment. You must feel confident to undertake some tasks as sole worker, with support, and to co-work on the major tasks by directing Comas colleagues as required.

While our funding for this post is short term, we will undertake fundraising and income generation with a view to continuing the post. However, continuation will be subject to a review of performance in the first year.

Recruitment process:

Applicants should complete the application form and equalities monitoring form, and return by the **closing date of 6th August**

Applications will be reviewed by the Comas Chief Officer, a Comas Board member and 2 volunteers from the current Serenity Cafe steering group.

Those selected for interview will be notified and invited for an interview which will take place in the **week beginning 16th August**, and it is hoped that the appointment will be made that week.

If you require more information or wish to discuss informally you can contact John Arthur 07894244071 or Ruth Campbell 07980844350