



## **Job Opportunity Recovery College Facilitator**

<b>Hours:</b>	37.5 hours per week (occasional evening and weekend work) Part time job share considered
<b>Salary:</b>	£24,375 (pro rata for part time)
<b>Start date:</b>	As soon as possible
<b>End Date:</b>	31 <sup>st</sup> March 2024 (further extension subject to successful retender)
<b>Responsible to:</b>	Recovery College Lead
<b>Accountable to:</b>	CEO and Board of Trustees Mind in Bexley and East Kent
<b>Location:</b>	London Borough of Bexley

Please note that this position will be subject to satisfactory references and a clear Enhanced DBS check.

### **About the post**

This is an exciting opportunity to join the successful Mind in Bexley Recovery College team. The Recovery College was formed by Mind in Bexley in 2014 and our purpose is to develop and deliver programmes of self-management, awareness and information sessions for adults with experience of mental ill-health to promote wellbeing and recovery, for their relatives and friends and for professionals working in the London Borough of Bexley.

As a Recovery College Facilitator, you'll be a key point of contact within the Recovery College. Your responsibilities will focus around designing, delivering, evaluating, reporting and the continuous development of structured learning programmes for people with mental ill health. You will help shape the ongoing vision and goals of the Recovery College to ensure that future development of the service meets the needs of the people it supports. You will also participate in external forums, workshops and events to promote the work and ethos of Mind in Bexley.

### **About Mind in Bexley and East Kent**

We believe no one should have to face a mental health problem alone. We work to reduce the stigma associated with mental health, support people in their recovery and champion better services for all. We believe that with the right support and resources everybody can create a life that feels meaningful irrespective of the presence of symptoms.

Mind in Bexley and East Kent is a local Mind mental health charity and we offer an extensive range of support, advice and information to communities in Bexley and East Kent. The purpose and objects of the charity is to provide advice and support to empower anyone experiencing a mental health problem. We promote well-being and work to reduce poor mental health and the stigma associated with it. We support people in their recovery and champion better services for everyone.



We seek to meet these purposes by undertaking a wide range of therapeutic and non-clinical mental health activities within Bexley and East Kent, including direct therapeutic support of individuals, advice, advocacy and recovery, and campaigning to reduce the stigma of mental health and to raise awareness of mental health issues.

### **General Outcomes for Mind in Bexley and East Kent residents**

- People recovering from mental health conditions will sustain and enhance resilience to mental distress.
- People recovering from mental health conditions will have improved physical health.
- People recovering from mental distress will gain the confidence and motivation to engage in education, employment and/or volunteering activities.
- People participating in activities will create and own their own pathway towards and with the aim of sustaining resilience and maintaining independence

### **Application and Interview Dates**

**Closing date: Midday Thursday 27<sup>th</sup> April 2023**

**Interview date: Tuesday 2<sup>nd</sup> May 2023**



## **Job Description Recovery College Facilitator**

### **Job Summary**

Mind in Bexley formed the Recovery College in 2014 and our purpose is to develop and deliver programmes of self-management, awareness and information sessions for adults with experience of mental ill-health to promote wellbeing and recovery, for their relatives and friends and for professionals working in the London Borough of Bexley.

The post holder will support the delivery of a thriving and innovative Recovery College and will be a key point of contact within the Recovery College. Your responsibilities will focus around designing, delivering, evaluating, reporting and the continuous development of structured learning programmes for people with mental ill health. You will work with individual students to agree learning goals, encourage participation in workshops, courses and groups and to gather feedback. You will report to and collaborate with the Senior Lead to contribute to the development of service guidelines, policies and procedures. You will help shape the ongoing vision and goals of the Recovery College to ensure that future development of the service meets the needs of the people it supports. You will also participate in external forums, workshops and events to promote the work and ethos of Mind in Bexley. You will use a strength based, co-production and coaching approach to supporting adults in Bexley recover from mental ill-health and engage with their community.

The post holder is expected to work with individuals and groups in a variety of settings across Bexley Borough in collaboration with other professionals within the service, outside agencies and other stakeholders. You will work in partnership to the principles of co-production valuing the expertise of lived experience and will carry out most tasks using your own initiative and without direct supervision.

### **Key Responsibilities**

1. Make a positive contribution to the delivery of a thriving, innovative and effective Recovery College.
2. As part of the Recovery College team, deliver both face to face and online courses, workshops and groups according to curriculum requirements.
3. As required, design, deliver and evaluate courses, workshops and groups ensuring co-production at each stage.
4. Ensure effective learning takes place by using evidence based interventions, appropriate teaching methods and learning processes.
5. Demonstrate effectiveness by achieving high levels of student retention, measuring impact, increased involvement of participants and positive individual progress.
6. Contribute to the development of best practice within the service.
7. Undertake student assessments and regularly review individual progress.
8. Support individual students in setting learning goals and participating in workshops, courses and groups to ensure positive learning outcomes.



9. Keep accurate and up to date records of students including attendance, assessments, progress and impact measures.
10. Signpost and refer students to internal and external services when appropriate.
11. Ensure individual inclusion, accessibility and other needs are met.
12. Provide students with information and advice on further learning and progression opportunities including volunteering and support into employment
13. Participate in external forums, workshops, meetings and events to promote the work of the Recovery College and Mind in Bexley.
14. Keep up to date on local resources, facilities, training and recovery services.
15. Work effectively with peer facilitators and volunteers.
16. Work in partnership with team members, colleagues, professionals and other services.
17. Participate in induction, training, supervision and continual professional development.
18. See advice and support from line manager when needed.
19. Pay regard to materials and equipment.
20. Identify, report and monitor any safeguarding concerns or risk in accordance with the latest local procedures.
21. Keep informed of relevant legislation and guidance.
22. Adhere to Mind in Bexley and East Kent policies and procedures including (but not limited to) Equality and Diversity, Health and Safety, Confidentiality, Lone Working and Safeguarding.
23. Undertake any other duties and tasks which may be reasonably required, as discussed with line manager

## Person Specification Recovery College Facilitator

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<b>The qualities without which a post holder could not be appointed</b>	<b>Extra qualities which can be used to choose between candidates who meet all the essential criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Mental health awareness</li> <li>• Experience of supporting people who are struggling with their mental health</li> <li>• Working understanding of principles of recovery</li> <li>• Experience of working in partnership</li> <li>• Knowledge of relevant legislation, policy and best practice relating to risk including safeguarding</li> <li>• Working understanding of equality of opportunity</li> <li>• Working understanding of valuing the expertise of lived experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering workshops or presentations</li> <li>• Experience of co-production</li> <li>• Experience of multi-agency working</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Able to connect well with students, staff and partners from diverse educational, cultural and work backgrounds</li> <li>• Excellent verbal, written and online communication skills</li> <li>• Ability to challenge discriminatory behaviour</li> </ul>	
<b>Administration Skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office</li> <li>• Accurate record keeping</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and use of a database</li> </ul>



<b>Organisational Skills</b>	<ul style="list-style-type: none"><li>• Ability to work well under pressure</li><li>• Ability to prioritise</li><li>• Ability to meet targets and deadlines</li></ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Positive</li><li>• Hardworking</li><li>• Innovative</li><li>• Creative</li><li>• Friendly</li><li>• Kind</li><li>• Flexible</li><li>• Self-motivated</li><li>• Strong problem solving abilities</li><li>• Able to motivate others</li><li>• Able to work independently and as part of a team</li></ul>	

**Closing date: Midday Thursday 27<sup>th</sup> April 2023**

**Interview date: Tuesday 2<sup>nd</sup> May 2023**

**Please complete the Mind in Bexley and East Kent application form and return to [recruit@mindinbexley.org.uk](mailto:recruit@mindinbexley.org.uk)**