

Group Lead Facilitator

Team:	Bolton Recovery
Location:	Bolton
Salary:	£27,000 to £31,500 per annum (dependent on experience)
Working Hours:	37.5 per week
Contract Type:	Permanent

INTRODUCTION

Community Led initiatives are a lived experience organisation that believes in the capacity for **human change**. We support those who have been through the criminal justice system, have been affected by drug and alcohol addiction, homelessness or mental health issues. We help them to **overcome the barriers which may be preventing them from achieving their goals**.

We inspire people to believe that change is possible. We seek, recruit and develop employees who personify change as they will have encountered and overcome many of the barriers which the people we support will face.

We provide one-to-one peer support and group work activities to help the people we work with to achieve their personal goals. In addition to addressing their practical and emotional needs we help them to develop a new positive sense of self. By the end of our mentoring relationship, the people we work with feel empowered to move their lives forward independently and build upon the successes achieved with us.

Many of the people we work with go on to volunteer here at CLI to help build their CV, develop skills, gain meaningful work and bring utility to their past. And we are proud to say that a significant number of CLI mentoring programme graduates go on to become long term ambassadors for change.

We work in partnership with other organisations that are striving to deliver positive impacts, support change, and share our commitment and values.

And we actively welcome those with lived experience of offending, addiction, homelessness, or mental health issues as part of our team. Where others see risk, we see opportunity.

We believe everyone deserves to feel valued, to be happy, to belong.

JOB SUMMARY

As Group Lead Facilitator you will be responsible for helping to support service users throughout their recovery journey for the Bolton contract. You will be responsible for providing screening, assessments and plans for service users and referring them to other services where necessary. You will work with staff, service users and volunteers to develop a wide range of activities which meet the needs of people in recovery from alcohol, substance misuse and mental ill-health. You will act as an ambassador for CLI locally and will work closely with the Bolton team to develop your relationships with external stakeholders such as partner agencies.

You will work with services users to help to initiate recovery from substance misuse and to enable services to build their independence and support them to move into long term sustained recovery. You will be required to manage and motivate staff/volunteers to deliver a high quality, effective service centered around the needs of the people we support whilst ensuring the performance of employees is in line with KPI's and contract requirements. You will be responsible for ensuring employees operate in line with CLI's strategic plan, mission and values. It is essential that you have management skills and the ability to problem-solve and communicate effectively with your team to ensure the team understands their responsibilities and CLIs mission.

KEY DUTIES & RESPONSIBILITIES

- To facilitate the development of activities which actively promote positive recovery across Bolton.
- To facilitate and coordinate the delivery of recovery focused groups, mutual aid and structured programmes and recovery events across Bolton with the aim of promoting the achievements of service users, partnership working which will help the development of pathways for service users whilst challenging the stigma and discrimination within the wider community.
- To have line management responsibility for employees working on the Bolton contract.
- To be responsible for the recruitment, supervision and performance of a team.
- Conduct comprehensive service user assessments, including mapping community assets, and develop individual recovery plans that clearly demonstrate how achieving goals supports progress in addressing substance use and success reintegration into the community.
- Contribute and support the development and sustainability of service-based recovery communities.
- To maintain and develop excellent working relationships with a wide range of professionals from partner agencies, ensuring clear referral pathways and effective communication is always in place.
- Ensure to maintain highly effective administrative and reporting processes, including the collation of performance data and contribute towards the preparation of contract and Director reports.
- Carry out risk assessments and risk management.
- Promote high standards of person-centered practice amongst your team in line with our organisational values.
- To be creative and innovative so that the post best meets the needs of the service user, promoting access into treatment, and continuing engagement with underrepresented communities.

- To promote and embed the workplace values of CLI to the employees you are responsible for.
- To ensure your team participates in, as appropriate, training, research, and other developmental activity relevant to improving performance and standards of practice.
- To identify and resolve any performance issues amongst your team ensuring you seek the advice of HR.
- Understand the performance of your team against targets and deliverables for the contract and contribute to ensuring contractual and regulatory compliance.
- To support the Service Manager with the progress and development of CLI's strategic workplans and contribute to any relevant operational workplans.
- Seek to improve his/her own performance, contribution, knowledge and skills and participate in training and developmental activities as required.

PERSON SPECIFICATION

Qualifications & Experience	Essential	Desirable
Experience of working with at least one of the following areas; the criminal justice system, homelessness, mental health, substance misuse and the work of the Probation services.	<input checked="" type="checkbox"/>	
Experience of managing a team and supervising and coaching employees and/or volunteers, motivating them to drive success and positive outcomes.	<input checked="" type="checkbox"/>	
Experience of developing and delivering projects and programmes for people facing challenges in their life.	<input checked="" type="checkbox"/>	
Experience in inter-agency working and/or building positive relationships with partners and/or stakeholders.	<input checked="" type="checkbox"/>	
Experience of producing and/or contributing to reports.	<input checked="" type="checkbox"/>	
Knowledge	Essential	Desirable
Knowledge and understanding of at least one of the following areas; the criminal justice system, homelessness, mental health, substance misuse and the work of the Probation services.	<input checked="" type="checkbox"/>	
Excellent understanding of drug and alcohol issues and experience of working within a related field.	<input checked="" type="checkbox"/>	
An understanding of best practice when working with individuals across different areas of challenge.	<input checked="" type="checkbox"/>	
Knowledge of how to assertively motivate, empower, challenge and develop people.	<input checked="" type="checkbox"/>	
Knowledge of local support services and the interventions they offer.	<input checked="" type="checkbox"/>	
Skills & Attributes	Essential	Desirable
Excellent individual leadership skills with self-motivation and ability to use own initiative and be inquisitive.	<input checked="" type="checkbox"/>	
Excellent interpersonal, communication and presentation skills with good attention to detail.	<input checked="" type="checkbox"/>	
Excellent IT skills including Microsoft Office software and previous experience of working with other systems and databases.	<input checked="" type="checkbox"/>	
The ability to be creative and forward thinking, with a "can do" and solution focused attitude when faced with challenges that may require flexibility, adaptability and resilience.	<input checked="" type="checkbox"/>	
High level of relationship building and emotional intelligence skills: Empathy; caring; acceptance; mutual affirmation; and supportive whilst ensuring professional boundaries are maintained.	<input checked="" type="checkbox"/>	
Flexible and response approach whilst understanding the context and people.	<input checked="" type="checkbox"/>	
Strategic awareness and critical thinking skills.	<input checked="" type="checkbox"/>	
Willingness to learn, reflect and develop own knowledge and practice.	<input checked="" type="checkbox"/>	
Other	Essential	Desirable
Current driving license, use of car and appropriate business use insurance.	<input checked="" type="checkbox"/>	
Ability to work across Bolton to meet service delivery demands when required.	<input checked="" type="checkbox"/>	
Be able to display a thorough understanding and commitment to the protection and safeguarding of vulnerable people.	<input checked="" type="checkbox"/>	



EMPLOYEE BENEFITS

Holidays: 28 days plus bank holidays with Christmas closure between Christmas and New Year for all employees. Annual leave increases in line with length of service.

Birthday: Enjoy an extra day off on your birthday.

Training & Development: 2 hrs per month to focus on learning and career development.

Reflective Practice and Monthly Coaching: An opportunity to evaluate actions and experiences to gain insights and improve future performance.

Wellbeing: Your health and wellbeing matters to us. We run regular monthly wellbeing activities, giving you dedicated time with your colleagues to focus on your wellbeing. We also hold regular social events to help you connect with your colleagues in a relaxed and fun setting.

Employee Assistance Programme (EAP): This provides all employees a safe space to discuss any of their personal or professional challenges. It is a confidential service available 24/7 for all employees and their immediate families that includes, short-term counselling, legal advice, and financial guidance.

Pension: Peoples Pension scheme, contributions are 3% employer and 5% employee.

Life insurance: Five times salary.

Volunteering Days: An opportunity to give back to the community.

CLI Staffing Group: An active forum to share your opinions to influence and change the way CLI operates.

Employee Social Fund: An initiative designed to bring the organisation together on a social level, fostering relationships and incorporating our values.

Refer a Friend Scheme: An opportunity to qualify for a £250 reward voucher if you refer someone you know into any paid, externally advertised position (permanent or fixed-term) within CLI.

WE ARE GOLD ACCREDITED BY INVESTORS IN PEOPLE, ACCREDITED BY THE LIVING WAGE FOUNDATION AND SUPPORTERS OF THE GREATER MANCHESTER GOOD EMPLOYMENT CHARTER



CLI VALUES

 **community** Inspire
led initiatives Transform
Flourish



People First

People are our top priority. We care so everyone can be their best.

- We care about our work, our colleagues and our service users. We strive to be helpful, kind, understanding and inclusive in everything we do.
- We set clear boundaries.
- We show appreciation to our colleagues and team.
- We take accountability and ownership.
- We are collaborative and embrace diversity.

Community

Our actions and support help build stronger communities where people can find their place and thrive.

- We make a positive impact and contribute to building stronger communities for now and the future.
- We work to increase access and opportunity for all whilst adjusting to meet changing community needs.
- We provide a fun and supportive environment that empowers service users to grow, learn and flourish.
- We collaborate with stakeholders and partner agencies, always putting service users at the forefront of our decisions.
- We build partnerships through open, clear and honest communication.
- We honour our commitments and focus on "how can it be done?"

Transformation

We do challenging work, creating positive change that helps people move on with their lives.

- We believe that small ongoing improvements can result in major positive changes.
- We embrace change.
- We dare to be different and challenge the status quo.
- We use our imagination to propose new ideas and solutions.
- We view problems and ideas in a fresh way.
- We take smart risks.

Excellence

We strive to always be our best, to exceed expectations, to learn from our mistakes.

- We are committed to delivering the highest quality service.
- We are committed, courageous and resilient.
- We persevere and overcome difficulties.
- We continue to learn and grow.
- We work with drive and determination and are motivated to step up in any way possible.

Trust

We trust ourselves, our colleagues and those we work with to do the right thing, to show respect, integrity, acceptance and fairness in all we do.

- We are professional, ethical and trustworthy.
- We are committed to being honest, professional, and accountable in our relationships and in everything we do.
- We are transparent and open.
- We tell the truth openly and without hesitation.
- We believe in doing the right thing and question when others speak or act in a way contrary to our values.