



**The Chapel Gym, Elizabeth Street, Corby, NN17 1TU.
Registered Charity no. 1185403**

Job Title:	Recovery Team Manager
Internal Working Relationships:	Chapel Gym Trustees, Chapel Gym Manager, Chapel Gym Staff and Volunteers
External Working Relationships:	Service users, Partner organisations and Contractors (when required)
Line Manager:	Lead trustee for Chapel Recovery
Work Base	The Chapel Gym
Pay	£14.00 per hour
Hours:	16 Hours per week
Contract	12 Months

1. Job Purpose

To lead the management of the service, by providing guidance and support to staff to ensure the provision of a Recovery focussed service, working with people with complex needs, utilising elements of personalisation in order to improve engagement and promote reliable, timely and positive outcomes.

2. Main Tasks

- Support the management of the service, providing guidance and supervision to Recovery Workers and others colleagues as required;
- Organise key worker sessions with individual members, using person-centred planning tools to create an environment where members can gain recovery capital. These sessions will focus on mental health insight, awareness and resilience, medication management including self-medication, as well as symptom management, including coping strategies and self-management techniques. Key workers will also help clients create their own advance directives;



- Plan and organise timetable and lead a range of appropriate groups, eg, assertiveness skills, physical activity, confidence building and relapse prevention; This will create an environment where members can gain recovery capital;
- Manage the Recovery Workers, providing support to improve member outcomes through observed practice, timely and constructive values-based feedback, overall performance and attendance;
- Empower colleagues to promote hope, choices, control and opportunities that assist members in reaching their full potential as individuals and community members;
- Attend and contribute to team meetings to promote learning cultures, cascade information and provide feedback to staff on service delivery and developments;
- Attend external meetings with a range of different stakeholders on behalf of the management team;
- Work with the management team to maintain strong governance and monitoring systems, ensuring consistent high quality service, professional standards are met and best practice is implemented'
- Ensure Chapel Gym values are at the heart of everything we do, through values based decision making and leadership, thereby creating a values-based culture.
- Develop and maintain effective outreach activities to engage new and existing members, including building relationships with partner organisations, promoting the service within the community, and supporting individuals who may face barriers to accessing support.
- Oversee new referrals into the service, ensuring timely assessment, appropriate allocation to key workers, and smooth entry into the programme.
- Ensure the effective delivery of the drop-in service, providing support, structure and guidance to staff to maintain a safe, welcoming and recovery-focused environment.
- Provide oversight and support for individuals with complex needs, offering guidance to staff, contributing to risk management plans, and ensuring appropriate multi-agency involvement where required.
- Act as the Safeguarding Lead for the Chapel Gym, taking responsibility for promoting a safe environment for all members, staff and volunteers. This includes ensuring safeguarding policies and procedures are implemented effectively, responding to safeguarding concerns in a timely and appropriate manner, maintaining accurate records, and liaising with external agencies where required. The post holder will provide guidance and support to staff on safeguarding matters, ensure appropriate training and awareness across the team, and take a lead role in managing complex or high-risk cases to ensure the safety and wellbeing of all individuals accessing the service.
- Work with the wider organisation to support fundraising activities, including developing community engagement opportunities, identifying potential grant funding streams, and contributing to the sustainability of the service.

3. Key Objectives

- Commit to the empowerment of members and users of drug and alcohol services;
- Demonstrate a strong interest in member involvement and promoting people's rights;
- Work as part of a team and with a range of different organisations;
- Lead a small team of Recovery workers, monitoring their performance and offering constructive feedback.
- Work independently, demonstrating a range of skills including prioritisation, time management and decision making.

4. All Staff Responsibilities



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- Observe all health and safety regulations to ensure a safe working environment for you and your colleagues at all times;
- Ensure members personal information is managed within GDPR guidelines at all times and that you maintain up to date GDPR knowledge throughout your employment at The Chapel Gym;
- Work in a way that ensures that the service is delivered in compliance with relevant legislation, Chapel Gym values, policies, practices and contractual requirements;
- Deliver services in a way that promotes dignity, respect and fairness for all individuals, ensuring compliance with relevant legislation and organisational policies. All staff are expected to work in a way that is consistent with the Christian ethos and values of Chapel Gym, demonstrating compassion, integrity and respect in all interactions.
- Be committed to safeguarding and promoting the welfare of all members and service users, working in line with Chapel Gym safeguarding policies and procedures at all times.

5. General

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. It is not an exhaustive list of responsibilities.

In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



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Essential

Desired

Character:

Compassionate, approachable and non-judgemental in working with vulnerable individuals

Demonstrates integrity, professionalism and the ability to maintain confidentiality

Able to lead and support others in a positive and encouraging way

Comfortable working within a Christian environment and supportive of the ethos and values of Chapel Gym

Skills:

Strong communication and interpersonal skills

Ability to contribute to service development and fundraising activities

Ability to lead, support and supervise a small team

Good organisational skills and ability to manage workload effectively

Ability to assess risk and respond appropriately to safeguarding concerns

Qualifications and Experience:

Experience of working with individuals with complex needs (e.g. substance misuse, mental health)

Experience of supervising staff or volunteers

Experience of managing safeguarding concerns

Experience of delivering group work or structured support

Experience of referrals, intake processes or multi-agency working

Experience of working with a range of external organisations

Experience of fundraising or community engagement

