

<b>Job Title</b>	Life Recovery Deputy Manager – Life Skills	<b>Salary Grading</b>	Deputy Manager	<b>Status</b>	Permanent
<b>Reports to</b>	Life Recovery Manager	<b>Occupational Requirement</b>	Active Christian Faith	<b>Work pattern</b>	Part-time, 24 hours/week
<b>Job purpose</b>	To enable the mission of Jesus Christ by supporting clients pursuing recovery through the Life Course and associated activities. We aim to help clients make positive life changes to strengthen their recovery, emotional resilience and personal-social well-being. We seek to enable individuals to feel part of an authentic mutually supportive community where they are known, accepted, encouraged and experience God's love.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<b>Client Engagement</b> <ul style="list-style-type: none"> <li>Lead and deliver the Life Course throughout the year.</li> <li>Develop links with recovery agencies to attract and maintain a flow of client referrals.</li> <li>Maintain coordinated publicity of the Life Course and its associated activities.</li> <li>Liaise with external agencies for client support / safeguarding.</li> <li>Support course participants in finding volunteering opportunities, other meaningful activities; create opportunities for them to develop employability skills.</li> <li>Provide practical help to clients where appropriate.</li> <li>Create spaces for clients to influence the course content and delivery.</li> <li>Maintain accurate and up-to-date client records.</li> <li>Be risk aware, working in compliance with inHope policies, procedures and good practice.</li> </ul> <b>Course Franchise</b> <ul style="list-style-type: none"> <li>Develop Life Course materials, teacher notes and Life Course training manuals.</li> <li>Provide training and course support for agencies and others where necessary, including online training / support resources.</li> <li>Liaise with Life Recovery Manager in the franchising of the Life Course to churches and agencies citywide, then nationally.</li> </ul> <b>Admin and Management</b> <ul style="list-style-type: none"> <li>Development the use of volunteers within the Life Course.</li> <li>Develop effective partnerships with organisations providing support and/or volunteer/work opportunities for clients.</li> <li>To deputise the Life Recovery Manager where agreed and work alongside on specific tasks and Life Recovery development.</li> <li>Create and continually improve documents used for client work.</li> </ul> <b>General Duties</b> <ul style="list-style-type: none"> <li>To support other inHope activities as appropriate.</li> <li>Prayer and work within healthy life boundaries.</li> <li>Christian pastoral care for colleagues within inHope.</li> </ul>		<b>Person Statement</b> A reliable person with the ability to teach, train and coach with a capacity to remain calm in stressful situations. A sense of call and compassion to up-skill and support people in recovery, and enable others to do so also. A knowledge of recovery issues in both addiction and mental health fields, and the capacity to empathetically support people with complex needs.  <b>Key Skills, Experiences and Qualities</b> <b>Essential</b> <ul style="list-style-type: none"> <li>Recognised qualification, or relevant work experience, in Addiction Recovery and supporting people to change.</li> <li>Experience of teaching, training and / or group facilitation.</li> <li>Experience of working effectively in a challenging, high demand and multitasking environment.</li> <li>Excellent interpersonal skills and clear communicator with individuals or groups of people with complex needs.</li> <li>Experience of group facilitation and delivery of course content.</li> <li>Good administrative skills, record keeping and course organisation.</li> <li>Ability to plan and prioritize own workload effectively in cooperation with others.</li> <li>Experienced in the use of Windows based IT tools.</li> <li>Committed to personal development of professional skills and emotional and spiritual well-being.</li> <li>Maths and English to GCSE Grade B or equivalent and completed their secondary education.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Recognised qualification, or relevant work experience, in Mental Health support.</li> <li>Full Driving license.</li> <li>First Aid and Mental Health First Aid trained.</li> </ul>		<b>Team</b> The Life Recovery team operates in a predominately client facing role and are also a key connecting point with other recovery and supporting agencies, and churches. Team dynamics are valued highly as we present a model of healthy relationships to the clients we are in contact with.  <b>Key Relationships</b> <ul style="list-style-type: none"> <li>Line managed by the Life Recovery Manager with regular review meetings to communicate on activities and progress against planned objectives.</li> <li>To appropriately support the Life Recovery Manager in their role.</li> <li>Co-work with the other Life Skills Manager.</li> <li>To work cooperatively with the Volunteer Manager, the Fundraising and Communications team, the Finance and Operations team and the CEO.</li> <li>To establish and develop effective working with external partners and agencies.</li> <li>A fully participative member of the staff team attending staff meetings, prayer and worship times and training activities.</li> <li>To positively engage with personal and team external supervision and appropriate external training.</li> <li>To build good and supportive working relationships with the whole staff team.</li> </ul>	