**The Forward Trust Job Description**

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| **Position Title** | **Recovery Champion Lead** | **Reports to** | Team Leader / Service Manager |
| **Location: HMP Wormwood Scrubs**  |

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| **Introducing Forward Trust** |

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Role/Team Overview** |

The Substance Misuse Service at HMP Wormwood Scrubs is commissioned to deliver psychosocial interventions within an integrated healthcare framework known as the New Models of Care (NMOC). The team work in close partnership with healthcare services to deliver services across various functions including Early Days in Custody (EDiC), unscheduled care, planned care, release and resettlement.

The team are based on site at HMP Wormwood scrubs delivering services directly to those aged 18 and over residing at HMP Wormwood Scrubs. This is a closed category men’s prison in the London Borough of Hammersmith and Fulham, West London. The service takes a recovery orientated and trauma informed approach to delivery of holistic health and wellbeing interventions and various treatment programmes for offenders coming into the prison who identify as having issues with drugs and/or alcohol.

As the Recovery Lead Champion you will support the team and the prison in delivering ‘peer led’ and lived experience elements of service delivery. This will involve the recruitment, training and supervision of service users as peer supporters and mentors. You will work to enable peer supporters and mentors to deliver peer-led interventions/initiatives and operate effectively across all wings of the prison to promote engagement and delivery of recovery pathways.

You will also continue to the development and delivery of Health and Wellbeing Champions (HAWCs) within the prisons in partnership with healthcare providers. HAWCs will work to motivate and encourage service users to take greater responsibility for their health and wellbeing whilst in custody with appropriate signposting and support.

The Recovery Champion Lead role is vital in building and improving links between the substance misuse service, prison and wider healthcare services and service users within the prison.

**Flexibility will be required in this role and will include some evening/weekend shift working on a rota basis.**

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| **Accountabilities** |

**Service Delivery**

* Train service users to become Peer Supporters and Mentors to provide the support and supervision and guidance they require
* Train service users to become Health and Wellbeing Champions (HAWCs)
* To work in partnership with all staff in responding effectively to any incidents that take place involving clients
* To work in partnership with Service Managers in implementing an action plan for clients in need of support
* To work in partnership with all staff responsible for the clients receiving support and intervention
* To develop relationship with clients receiving support, aimed at achieving the goals defined in their individual action plan
* To maintain an accurate account of behaviour incidents and to use this information to inform the development of proactive intervention strategies / action plans for sustainable improvement of Substance Misuse Services
* Contribute as appropriate to programmes and projects in support of the services objectives
* To work in partnership with the team to secure/champion positive support and involvement by maintaining contact with clients receiving support / intervention
* To create and maintain effective, immediate intervention strategies for behaviour incidents
* To liaise with all relevant colleagues and clients
* To act as main contact for peer supporters, mentors and HAWCs in the prison unit
* Work with the team within the appropriate regulatory framework to meet the needs of the Service
* Build and maintain knowledge of integrated services and make links with relevant prison departments to promote the services’ objectives
* Ensuring the co-ordination and maintenance of relationships with clients and colleagues, identifying any shortfalls in service delivery and ensuring they are dealt with appropriately by senior colleagues

**Performance Management**

* You will identify and pursue further opportunities to champion services to recruit, train and support Peer Supporters/Mentors/HAWCs from within the service user population
* You will coordinate the provision of support and meet the needs of clients for the Services and monitoring outcomes and performance through regular and effective supervision with line management
* You will champion the utilisation of the services to ensure effective uptake and effective deployment of resources within the service
* You will work with senior colleagues to facilitate the delivery of peer support services
* You will build and maintain excellent internal relationships across the Services to achieve outputs in line with the service provided for clients
* You will support and co-ordinate to ensure that the necessary logistics for the peers are being delivered administratively
* You will work with substance misuse colleagues in the prison structure team to support events, promote awareness and coordinate the activities of the team
* To ensure the development and delivery of peer support services that promote emotional resilience and mental wellbeing using person centred practices in line with the service needs
* To maintain accurate administration of peer support services delivery and outcomes to meet client needs and relevant legislation
* To ensure quality standards are maintained in the delivery of the service

**Performance Management**

* Ensure groups and one to ones are facilitated and carried out to the standard required by Forward.
* Meet required KPIs corresponding to deadlines, as set up by your line manager set in your supervisions and appraisal.
* Plan and manage your caseload effectively, prioritizing service users appropriately according to their needs and ensuring that they are seen in a timely manner.
* Review ongoing support by liaising closely with other agencies and teams in Forward

**Departmental Management**

* Proactively approach integrated ways of working support and adopt a multi-disciplinary approach
* Meet targets and deadlines in accordance to contractual standards
* Contribute to the Department targets.
* Actively contribute to team meetings.

**Quality and Safety**

* To ensure quality standards are maintained in the delivery of the service.
* Abide by Forward’s policies and procedures and encourage others to do the same.
* Work with the highest regard to health, safety and security in the workplace.
* Ensure the department effectively and efficiently collect, record and collate information, including statistical data, for audit, research and reporting purposes.
* Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice.
* Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
* To maintain working protocols with the prison teams.

**Systems and Policy**

* Use IT to support your role
* Follow Forward policies
* Ensure you have agreed working protocols set between multi-disciplinary agencies and share information appropriately.
* Work towards Forward’s mission and values within current policies and good practice

**Administration**

* Ensure peer support documentation is maintained to the expected audit standards
* Ensure data capture forms are submitted in a timely manner in order to reflect outcomes on NDTMS
* Complete and maintain assessment and other documents to the required standards
* Provide reports on outcomes to the service
* Ensure effective and appropriate recording and reporting of all peer led activities

**Other**

* Take on other reasonable tasks and responsibilities as deemed appropriate by Line Manager

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| **Role Criteria** |

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| **Criteria Requirement** |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** |
| **A** | **Application** |
|  **I** | **Interview** |
| **T** | **Test** |

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Knowledge, Skills and Experience**  |
| Knowledge of the criminal justice sector | E | A/I |
| Knowledge of the issues facing substance misusers | E | A/I |
| Knowledge of the Recovery Agenda | E | A/I |
| Relevant experience in the criminal justice sector | E | A/I |
| Experience of working within the substance misuse services | E | A/I |
| Ability to develop, coordinate and deliver the training on a peer support programme | E | A/I |
| Experience of delivering structured interventions to service users | E | A/I |
| Experience of facilitating groups | E | A |
| Previous experience of providing a peer support service to this or a similar client group | E | A |
| A thorough knowledge of and commitment to the process of recovery and treatment of addictions | E | A |
| Good organisational and communication skills | E | A/I |
| A strong personality, including the ability to set and stick to professional boundaries | E | A/I |
| Understanding of, and commitment to, the principles of equal opportunity and client confidentiality | E | A/I |
| Ability to work effectively in partnership with other providers in order to successfully deliver projects | E | A/I |
| Experience of communicating with people from a range of backgrounds in a sensitive and supportive way | E | A/I |
| A thorough knowledge of and commitment to the process of recovery from addiction | D | A |
| Experience of providing training and support for peer support services to prisoners, or those with drug or alcohol problems  | D | A/I |
| Personal experience of addiction/imprisonment (Those in recovery require 3 years minimum drug/alcohol free. Ex-prisoners should have been released at least 5 years ago) | D | A |
| Previous experience of working within a prison setting | D | A |
| Experience of providing services to people within the criminal justice system | D | A |
| Experience of delivering supervision or direct line management to groups or individuals | D | A/I |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E | I |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | E | I |
| **Adaptability** – Can work in fast-paced changing environments | E | I |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E | I |
| **Team Work** – Works in harmony with colleagues to deliver results  | E | A/I |
| **Open to Feedback** - Open to constructive feedback in order to further develop | E | I |
| **Qualification** |  |  |
| A Level 3 Diploma in Health & Social Care or equivalent  | E | A |
| Possession of a recognised qualification, or willingness to start or ongoing attendance on a recognised course  | E | A |
| Any qualification in substance misuse | D | A |