

Job Title	Life Recovery Deputy Manager – LIFE (Maternity Cover)	Salary Grading	Deputy Manager	Status	Permanent
Reports to	Life Recovery Manager	Occupational Requirement	Active Christian Faith	Work pattern	Part-time 16 hours / week
Job purpose	To enable the mission of Jesus Christ through supporting ‘Clients’ pursuing addiction recovery to become LIFE course students. Supporting them in making positive life changes to strengthen their recovery and personal-social well-being. To enable individuals to feel part of an authentic mutually supportive community where they are known, accepted, and experience God’s love.				

Key Responsibilities	Experiences and Qualifications	Job Dimension
<p>Client Engagement</p> <ul style="list-style-type: none"> ○ Lead and deliver the 16 session LIFE Course 3 times a year. ○ Develop LIFE Course materials and teaching / training manuals. ○ Develop links with recovery agencies to attract client referrals. ○ Coordinate and maintain LIFE Course publicity, group activities, socials and other related events. ○ Liaise with external referring agencies for client support and safeguarding. ○ Support course participants in finding volunteering opportunities and other meaningful activities; create opportunities for them to develop employability skills. ○ Support with Life Recovery Manager in developing the replication of the LIFE Course. ○ Provide practical help where appropriate. ○ Maintain accurate and up-to-date client records. ○ Create and continually improve documents used for client work. ○ Be risk aware, working in compliance with CCM policies and procedures. ○ Development the use of volunteers within the LIFE Course. ○ Support the development and hosting of a service user forum for Life Recovery. <p>Admin and Management</p> <ul style="list-style-type: none"> ○ Develop effective partnerships with organisations providing support and/or volunteer/work opportunities for clients. ○ To deputise the Life Recovery Manager where agreed and work alongside on specific tasks and project development. <p>General Duties</p> <ul style="list-style-type: none"> ○ To support other CCM activities as appropriate. ○ Prayer and work within healthy life boundaries. ○ Christian pastoral care for colleagues within CCM. 	<p>Person Statement</p> <p>A trustworthy and reliable person with the ability to stay calm in stressful situations. A sense of call and compassion to serve people in recovery, coupled with a knowledge of recovery models in both addiction and mental health fields, and the capacity to empathetically support people with complex needs.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ● Recognised qualification, or relevant work experience, in Addiction Recovery and supporting people to change. ● Experience of working effectively in a challenging, high demand and multitasking environment. ● Excellent interpersonal skills and clear communicator with individuals or groups of people with complex needs. ● Experience of group facilitation and delivery of course content. ● Good administrative skills, record keeping and project management. ● Ability to plan and prioritize their own workload effectively. ● Experienced in the use of Windows based IT tools. ● Committed to personal development re. Work skills and Emotional and Spiritually well-being. ● Maths and English to GCSE Grade B or equivalent and completed their secondary education. <p>Desirable</p> <ul style="list-style-type: none"> ● Recognised qualification, or relevant work experience, in Mental Health support. ● Full Driving license. ● First Aid and Mental Health First Aid trained. 	<p>Team</p> <p>The Life Recovery team operate 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.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ● Line managed by the Life Recovery Manager with regular review meetings to communicate on activities and progress against planned objectives. ● To appropriately support the Life Recovery Manager in their role. ● To work cooperatively with the CCM Volunteer Coordinator, the Fundraising and Communications team, and the Finance and Operations team. ● To establish and develop effective working with external partners and agencies. ● A fully participative member of the staff team attending staff meetings, prayer and worship times and training activities. ● To positively engage with external supervision and appropriate external training. ● To build good and supportive working relationships with the whole staff team.