



# ADFERIAD RECOVERY

Bodloni anghenion pobl sy'n agored i niwed sy'n wynebu heriau bywyd cymhleth  
Meeting the needs of vulnerable people facing complex life challenges



## JOB DESCRIPTION

<b>Job Title:</b>	Structured Recovery Programme Facilitator
<b>Hours:</b>	37.5 hours over 7 days
<b>Salary:</b>	£23,871
<b>Holidays:</b>	25 days per year plus 8 public holidays (pro rata)
<b>Period of Notice:</b>	1 week during probation; 4 weeks thereafter
<b>Probationary Period:</b>	6 Months
<b>Based at:</b>	Gwynedd Area
<b>Responsible to:</b>	Learning and Development Manager

### **Job Purpose:**

To deliver a range of training and workshop sessions (on and offsite), related to substance misuse, confidence building, lifestyle planning and relapse prevention.

To support service users to remain drug and/or alcohol free, and in doing so improve their quality of life.

To assist in the development and support of the Adferiad Structured Recovery Programme.



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## Main Duties and Responsibilities:

### Delivery

- To deliver a range of accredited and non-accredited training and workshops (both on and offsite) in accordance with your skills, experience, and expertise.
- To support individuals experiencing challenges due to substance misuse.
- To develop new training topics and material in accordance with required needs.
- To identify opportunities in the community where our learners can participate.
- To liaise with the Learning and Development Team to ensure the smooth running of the Structured Recovery Programme.
- To assist in the co-ordination of offsite activities and travel arrangements for participants as and when required.
- To ensure the generation and through put of referrals to the project.

### Administration

- To assist in networking and the promotion of the CAIS Structured Recovery Programme with other organisations and agencies as appropriate.
- To assess potential participants for their suitability for the programme.
- To prepare materials for the sessions as directed.
- Contribution to monthly internal quality assurance processes as they relate to accredited learning.
- To assist in the preparation of client files, reports and statistics as required.
- To attend internal meetings as directed.



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## Corporate Responsibilities:

- To have commitment to and demonstrate an undertaking of equality of opportunity and its relevance to different sectors within the community.
- Must demonstrate empathy towards Adferiad Recovery's beneficiaries.
- To carry out all other tasks commensurate with the role.
- To participate in Adferiad Recovery's continuous learning, development, and appraisal process.
- To maintain personal accreditation as appropriate to the role.
- To attend appropriate training provided, organised, or arranged by Adferiad Recovery.
- To operate within and observe Adferiad Recovery's policies and procedures as amended and updates.



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<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Qualification in teaching/training (PTTLs, AET, CET, PGCE)</li> </ul>	<ul style="list-style-type: none"> <li>• IQA qualification (AI, TAQA, etc.)</li> </ul>	Application
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience working within/lived experience of, the health/social care sector, and ideally within the area of substance misuse</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of planning, developing, and delivering workshop sessions and training programmes.</li> </ul>	Application/ Interview
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written</li> <li>• IT Skills</li> <li>• Presentation skills</li> <li>• Good listening skills</li> <li>• Welsh Speaker (conversational)</li> </ul>		Application/ Interview
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of substance misuse sector</li> <li>• Knowledge and understanding of accredited learning quality assurance process.</li> <li>• Working knowledge of IT, particularly MS Word, Outlook, and PowerPoint</li> </ul>		Application/ Interview
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Self-Motivated</li> <li>• Supportive</li> <li>• Good Communicator</li> <li>• Non-judgmental</li> </ul>		



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<b>Other Relevant Requirements:</b>	<ul style="list-style-type: none"><li>• Driver with a full clean driving license</li></ul>	<ul style="list-style-type: none"><li>• Ability to drive a minibus</li></ul>	Application
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