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**JOB DESCRIPTION**

**Job Title:** Recovery College Lead

**Reports To:** Head OT

**Accountable To:** Hospital Manager

**Job Summary:**

* To lead in all aspects of Recovery College.
* To promote the Recovery College and to focus on increasing the involvement of SUs and staff from all departments.
* To become an AQA moderator, implementing AQA courses in each term, monitoring and overseeing the AQA accreditation processes, submitting accreditation forms, and working alongside another AQA moderator (if available) in all accreditation processes.
* To assist & support service users and staff in the co-production and co-delivery of courses / workshops.
* To be responsible for the day to day running of the Recovery College.
* To liaise closely with the nursing, medical, psychology and occupational therapy teams

## Principle Duties & Responsibilities

1. To prepare prospectuses, materials, registers and documents required for the Recovery College.
2. To organise and plan Recovery College working group meeting monthly.
3. To organise and plan Recovery College launch for each term.
4. To connect with Recovery and Outcomes group.
5. To attend yearly Cygnet Recovery Group and to produce yearly reports for the progress of Kewstoke recovery college.
6. To authorise and keep data of payments of the SUs who facilitate the courses.
7. To adapt programmes, time tables and courses / workshops as required, to enable independence, confidence and motivation
8. To ensure the Recovery College environment is kept tidy and areas ready for college sessions
9. To support service users on their journey of learning and participation in Recovery College

Communication

1. To promote Recovery College on the wards by attending community meetings and encouraging ward ‘champions’
2. To facilitate Recovery College meetings.
3. To liaise with and feedback regularly to line manager, recovery lead and members of the MDT.
4. To ensure all students and staff receive clear, relevant information about their courses

Management

1. To ensure the provision of appropriate resources for Recovery College courses.

2. To ensure Recovery College equipment is maintained in working order.

3. To be responsible for maintaining safe and tidy environment for Recovery College

Courses.

4. To manage the day to day running of the Recovery College.

5. To support in adapting courses for service users with additional needs as required.

6. To record departmental statistics and equipment records as required by the Recovery College CQUIN and corporate requirements.

Education / Development

1. To participate in regular management supervision sessions and annual appraisal, setting personal and service objectives as well as using for support and guidance.
2. To attend Mandatory Training and request attendance at other training courses that benefit your role.
3. To liaise with other units about Recovery College, to share and learn about best practice.
4. **Dress code:**

* In the interests of safety and comfort, employees are expected to dress appropriately whilst at work.
* All employees will:
  + Present a neat and tidy appearance.
  + Comply with any specified local dress code or uniform requirements.
  + Wear a name badge at all times.
  + Keep jewellery to a minimum and avoid items which create a hazard to safety or health.

***This Job Description is not definitive and will be reviewed periodically in the light of developments within Cygnet Health Care, in consultation with the post holder.***

Print Name:

Signed:

Date:

**CYGNET HEALTH CARE PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Previous Experience | Experience of working in an educational setting.  Experience of planning and running groups to support the needs and/or interests of participants. | Experience of working in a mental health field, such as community, acute, and/or forensic.  Experience of working in any clinical or community-based organisation that provides a health service.  Experience of working with carers/family members. |
| Skills and Aptitudes | Effective verbal and written communication skills.  Experience of working autonomously and as a team member.  Strong planning and organisational skills and the ability to prioritise a varied workload.  Able to sustain demands of working with a potentially challenging service userservice user group.  Good information technology skills. | Experience of working with people from a range of diverse social and ethnic backgrounds. |
| Knowledge, Awareness, Understanding | Demonstrates a professional approach including maintaining boundaries  Basic knowledge of the Mental Health Act (2007).  Demonstrates a client-centred and collaborative approach  Understanding of safeguarding | Knowledge and experience of working within the conditions set out in the Mental Health Act (2007).  Experience in working with service users with complex needs. |
| Education | Evidence of a good standard of general education. | Relevant diploma and/or degree in a health-related field.  Completed NVQ Level II/III in a related health-related field. |
| Other Essential/Desirable Factors | Committment to work as a team member.  Ability to maintain the health, safety and security of self and others in role.  Ability to be flexible and adaptable to manage fluctuating work demands.  Able to effectively use support and supervision.  Able to engage in reflective poractice to determine professional areas of strength and need, and address these areas as appropriate.  Able to proactively use continuous professional development opportunities in role. | Experience with external network involvement in previous roles.  Experience with service user involvement.  Car driver |