



Job Title	Recovery College Lead		
Service	Integrated Mental Health Services	Team	Recovery College
Location	The Old Forge, 45-47 Peach Street, Wokingham RG40 1XJ		
Reports to			
Grade:	Type of position:	Hours per Week:	
Grade 8	Permanent	37 hours per week	
SCP 36 - 40			

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

Service Purpose

The Wokingham Recovery College gives people with mental health problems the chance to access education, workshops and training programmes designed to help them on their road to recovery. These courses will be co-produced, devised and delivered by people with personal experience of mental illness working together with mental health professionals. The college aims to help people become experts in their own self-care and enable family, friends and staff to better understand mental health. An emphasis is placed on people’s talents and strengths with the aim of inspiring optimism, encouraging students to consider future opportunities, creating a culture of personal empowerment and an underlying feeling of hope.

General Description of the job

The post will initially lead the development and implementation of a new Recovery College in Wokingham, working alongside a project manager and CMHT staff and subsequently be responsible for the running of the Recovery College. The post holder will lead a team consisting of a College Administrator, Peer Team Lead and Peer Trainer. The post holder will also recruit and support volunteer peer trainers and will, through co-production develop a range of courses covering health and wellbeing, understanding mental health, skills development and creative activities. The post holder will engage with a network of other local provision including the voluntary sector and public health to expand opportunities available to students.

Organisation Chart

Assistant Director Integrated Mental Health



Recovery College Lead ← Administrator



Peer Team Lead



Peer Trainer



Volunteer Peer Trainers

Main Accountabilities of the post

<List the key Accountabilities and outcomes for the post. I.e. what is the responsibility of the post holder (Accountability), and what difference it makes (Outcome).>

1	To lead on the setting up of the Recovery College in Wokingham alongside a working group and project management staff using available IMROC materials.
2	To provide overall governance, leadership and accountability for all processes, students and staff engaged in the Recovery College. This includes overseeing the planning and co-ordinating of the Recovery College timetable and the co-production of courses.
3	To drive further innovation in the service and embed the recovery college ethos, including co-production
4	To work collaboratively with the Service Manager for CMHT and CMHT staff to develop courses which make the best use of skills and resources in CMHT and to ensure that the Recovery College courses compliment groups and interventions provided by the CMHT.
5	To develop and review all policies, procedures, processes and documentation required for the recovery college
6	To make use of wider community resources and facilities including the voluntary sector and public health to complement the program offered through the Recovery College, including regular networking and liaising with other agencies and Recovery Colleges.
7	To develop and implement a range of courses, workshops and taster sessions including courses on health and wellbeing, understanding mental health conditions, skills development and creative courses for students, their families and friends using a strengths based approach
8	To ensure lesson plans for courses and the quality of training is of a good standard
9	To provide supervision and support to all staff and volunteers
10	To ensure the community facilities and environments used for training are suitable and accessible
11	To deliver courses as required.
12	To be responsible for the evaluation and reporting of the Recovery College progress and outcomes.

Additional Corporate Responsibilities

1	Professional Development: To ensure the continuous professional development of self, direct reports and all those in the service, through effective performance improvement, coaching, career planning and continuous professional development
2	Values Profile: To follow the principles set out in the Manager & Team Leaders Values Profile
3	Collaborative Working: To drive cross-Council working for all staff, ensuring effective communication and

	collaboration across the organisation, to meet needs, opportunities and address challenges as they arise
4	Customer Focused: To lead a customer-facing, proactive and responsive organisation, delivering to our residents and those who represent them. This requires leaders and managers to be flexible, adaptable and creative in order to meet the needs of our residents, and to lead active engagement with customers and communities
5	Leading Change and Improvement: To lead change and improvement across the organisation, including developing adaptable managers and staff, and working within an adaptable and flexible structural and management environment
6	Celebrating and Promoting: To ensure that positive messages about the achievements of service, and the Council are promoted and shared, internally and externally
7	High Support, High Challenge: To ensure that, within the service and across the Council, staff are, and feel, empowered and to bring forward their good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
8	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
9	Member Engagement: To ensure effective involvement and engagement of the appropriate Lead Member and others as appropriate, to drive effective officer-member working for the benefit of residents
10	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
11	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
12	Special Factors: To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager

Scope

Staff	Number of employees within overall span of control	3 + Volunteers
Financial	Budget directly controlled (excluding salary costs)	N/A
Resources	Facilities, equipment or systems within overall span of control	N/A
DBS Check required	Yes	

Person Specification

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat values requirements or corporate responsibilities.

Qualifications	Essential	Desirable
Education to degree level	√	
Professional Qualification and registration in Social Work, Occupational Therapy, Nursing or	√	

Psychology		
Project management		√
Training qualification		√
Technical Skills.	Essential	Desirable
Excellent presentation and IT skills	√	
Strong facilitation skills	√	
Computer literacy and good report writing skills	√	
Leadership skills		
Knowledge	Essential	Desirable
Understanding of the Values and Principles of the Recovery Model and Recovery College	√	
Understanding of psychological interventions	√	
Experience	Essential	Desirable
2 years post qualifying experience	√	
Demonstrate experience in developing and delivering recovery focused, educational courses and workshops	√	
Experience of working collaboratively with service users	√	
Experience of supervision and leading others	√	
Experience of working across boundaries	√	
Experience of managing programs of work, meeting deadlines and achieving objectives	√	