

## **JOB DESCRIPTION – GRADE 4**

### **Job Title**

Development Worker (Recovery Community) x 2 posts

Full time role: 35 hours (5 days) per week. Occasional evening and weekend work may be required. 1 year fixed-term contract.

Part time role: 21 hours (3 days) per week. Occasional evening and weekend work may be required.

1 year fixed-term contract from start date.

### **Accountability**

The Development Worker (Recovery Community) will be managed by the Senior Development Officer (Recovery Community) and through them will be accountable to the EVOC Management Board.

### **EVOC Context**

Edinburgh Voluntary Organisations' Council's (EVOC) purpose is to support, promote, develop and represent the third sector. We play a key role in supporting pioneering, new and innovative ways of working for third sector organisations and community groups that work in Edinburgh. EVOC actively promotes, participates in and contributes to partnership working between the voluntary, public, private and community sectors at a local and national level.

EVOC has set 5 strategic objectives and these will be central to all potential developments, team and individual work plans.

1. Consulting, supporting and representing the sector
2. Building the capacity of and developing the sector
3. Developing partnership approaches, principles and practice
4. Providing improved services by supporting and developing our people
5. Being a high quality, effective and developing organisation

You and your work will sit within the Adult Health & Wellbeing workstream, and alongside those for Older People, Children, Young People and Families, and Organisational Development and Capacity Building.

### **Context**

EVOC facilitates the Substance Use Network Edinburgh for third sector organisations delivering services and activities tackling issues around drug and alcohol use. The Senior Development Officer (Adult Health and Wellbeing) represents third sector interests on the Edinburgh Alcohol and Drug Partnership (EADP) Core Group and attends the EADP Commissioning Collaborative.

Following the closure of Comas, and the Serenity Café in November 2018, the EADP has been considering how to fill the gap in support for the recovery community. Work has been undertaken by EVOC in partnership with the EADP to engage the community on this

question, culminating in a report in March 2019. The recommendations include an increased allocation to the area of work, and some detailed work to be carried out to enable the provision of a new building-based resource.

While this work is taking place, the EADP are funding EVOC to develop Edinburgh Recovery Activities:

- Support the development of a series of social events with a focus on personal development, opportunities for mutual support, learning and fun.
- Create, through joint working with other organisations, a programme of leisure and educational opportunities which are valued by the recovery community and which, potentially, could be added to the future project.

EVOC are delivering this role for a limited period of a year, and it is anticipated that many of the events and activities will become linked to the new building-based service when it becomes available.

### **Job Role**

Embedded in the Adult Health and Wellbeing Team, and working closely with the Senior Development Officers for Recovery Community and Adult Health and Wellbeing, the two Development Workers will develop Edinburgh Recovery Activities - a programme of activities and events with and for the recovery community.

### **Main responsibilities**

Coproduce and deliver a programme of activities and events with and for the recovery community.

- Create, develop and sustain positive relationships with the recovery community
- Generate practical ideas through discussions with the recovery community and other partners
- Organise and lead relevant activities and events
- Develop constructive partnerships with organisations delivering relevant activities and events
- Organise practical elements of programme such as venues, transport, refreshments etc
- Communicate details of the programme in such a way as to make them as accessible as possible
- Recruit and support volunteers
- Undertake risk assessments
- Evaluate activities and events in order to shape the ongoing evolution of the programme
- Through regular liaison with the wider EVOC team, contribute to the collection, collation and development of accurate, current and relevant resources, information and materials to support the work of EVOC and enable reporting.

## **Knowledge and skills**

A good understanding of the addictions recovery community is essential and a personal or family lived experience of recovery from addiction is a desirable asset in this work.

Other specific knowledge and skills required include:

- An understanding and knowledge of community development theory, principles, policy and practice and the role of the third sector
- Collaboration and partnership skills
- Team building and team working skills
- Facilitation and mediation skills
- Planning and work management skills
- Evaluation skills
- Communication, research and presentation skills (reports, meeting management, presentations etc.)
- Analytical skills.

Posts at EVOC are graded within a Competency Framework (attached/enclosed) which outlines the degree to which each of the above skills will be applied at the workplace and in the field. This Framework gives context to the role, the level of responsibility, behaviours and project delivery methodology for successful project outcomes.