

JOB DESCRIPTION – GRADE 5

Job Title

Senior Development Officer (Recovery Community)

21 hours (3 days) per week. 1 year fixed-term contract from start date.

Accountability

The Senior Development Officer (Recovery Community) will be managed by the Chief Executive 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 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 included an increased financial allocation, and some detailed work to be carried out by EVOC in partnership with the EADP to enable the commissioning of a new building-based resource.

While this is in development, the EADP are funding EVOC to provide Edinburgh Recovery Activities - a programme of social events, activities, trips and family based recovery options

in the community. EVOC are delivering this role in a transitional capacity 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 with the Senior Development Officer for Adult Health and Wellbeing, the Senior Development Officer will firstly be responsible for working in partnership with the EADP to further scope out the business case and service design of the new provision in order for it to be commissioned by the EADP for Spring 2020. This will include exploring sources of funding to supplement the core funding from the EADP and appropriate structures to give the recovery community sustainable involvement in the ongoing provision.

Secondly the post holder will support two Development Officers to develop Edinburgh Recovery Activities - a programme of activities and events with and for the recovery community.

Ensuring meaningful coproduction at all stages with the recovery community will be a central element of the role.

Main responsibilities

- Project management of EVOC's interim recovery community programme
- Develop scope of new service in partnership with the EADP
- Establish meaningful coproduction structures for the ongoing service
- Create, develop and sustain positive relationships with individuals, communities of interest and organisations
- Explore potential funding sources to supplement core funding of the future project
- Supervision of two Development Officers to deliver a programme of events and activities with and for the recovery community
- Communicate the views of the recovery community to the EADP Commissioning Collaborative and other meetings as necessary
- Regularly communicate progress to relevant stakeholders
- 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:

- Knowledge of and expertise in community development theory, principles, policy and practice and the role of the third sector
- Planning and work management skills
- Communication, research and presentation skills (reports, meeting management, presentations etc.)

- Collaboration and partnership skills
- Analytical skills
- Team building and team working skills
- Facilitation and mediation skills
- Evaluation 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.