

Job Description (Part 1)

Post	
Job Title and Contract Type	Recovery Coach (Permanent)
Hours	37 hours per week (full-time)
Reports to	Academy Service Manager

Double Impact CIC	
Double Impact is a registered charity and not for profit organisation, established in 1998.	
Our Mission INSPIRING CHANGE AND POSITIVE CHOICE	<p>Our Mission is to provide a quality service which promotes recovery and community integration for people who have experienced problematic drug and alcohol use.</p> <p>By placing our service users' needs at the heart of our ethos and their own treatment experience, we provide a uniquely holistic, flexible service. We believe that with the right support everybody can recover and that in recovery anything is possible.</p> <p>Our Values: Supportive, Passionate, Inclusive, Responsive, Effective</p> <p>https://www.doubleimpact.org.uk/</p>
Nottingham Recovery Network (NRN) NRN is a partnership between: <ul style="list-style-type: none"> • Framework Housing Association (Lead Agency), • Double Impact • Nottinghamshire Healthcare NHS Foundation Trust • Al-Huraya 	<p>The Nottingham Recovery Network (NRN) aims to deliver a fully-integrated, high quality drug and alcohol treatment and recovery support system with service user and carer involvement embedded in all aspects of its practice.</p> <p>The service focuses on a three phase service delivery model comprising of:</p> <ul style="list-style-type: none"> - Recovery Orientation (Engagement) - Recovery Delivery Interventions (Including psychosocial and pharmacological treatment interventions) - Re-integration (Recovery including the Double Impact Academy) <p>https://www.nottinghamrecoverynetwork.com/</p> <p>The Academy</p> <p>The Academy aims to support individual and collective recovery through learning, training, mentoring and volunteering in a welcoming and supportive environment.</p> <p>https://www.nottinghamrecoverynetwork.com/the-academy/</p>
Main job purpose: Recovery Coach	<p>The Recovery Coach provides personalised, strengths-based support to individuals on their recovery journey from substance use, with a focus on working towards abstinence. Operating within a community rehab setting, the Recovery Coach uses trauma-informed and person-centred approaches to empower people to build resilience, develop life skills, and achieve meaningful goals. The role includes one-to-one coaching, group facilitation, and active engagement with community resources to promote visible recovery and sustained wellbeing.</p>

Job Description (Part 2)

Role Accountabilities:	
Key responsibilities and duties	<p>Individual Support and Coaching</p> <ul style="list-style-type: none"> • Build trusting, non-judgmental relationships with individuals in recovery. • Conduct holistic strength-based assessments and co-create personalised recovery plans focused on abstinence and long-term wellbeing. • Provide regular one-to-one coaching sessions tailored to individual strengths, recovery goals, and needs and to provide space to embrace transformative learning experiences. • Support individuals to access internal and external services, including housing, mental health, education, and employment. • Use trauma-informed practices to build trust, promote safety, and support emotional wellbeing. • Use the opportunities provided within the Community Rehab Duty system to initiate recovery focused conversations using motivational interviewing techniques taking a strengths based approach. • To carry a caseload with responsibility for assessing, planning, implementing and evaluating individualised recovery plans to support clients on their recovery journey to independence. • To complete a full risk assessment of need including risk to self and others and adult/child safeguarding identification and risk management. <p>Group Facilitation</p> <ul style="list-style-type: none"> • Design and deliver recovery-focused group sessions that promote peer support, personal development, and community connection. • Facilitate recovery workshops on topics such as resilience, wellbeing and self-care, communication, connection, mutual aid, managing resentment, and relapse prevention. • Facilitate group discussions and activities that align with recovery goals and promote a sense of community and belonging. <p>Monitoring and Record Keeping</p> <ul style="list-style-type: none"> • Maintain accurate and timely records of support provided, including casenotes, risk assessments, and progress updates. • Use digital systems to track outcomes and contribute to service evaluation. <p>Safeguarding Responsibilities</p> <ul style="list-style-type: none"> • Recognise and respond to safeguarding concerns in line with organisational policies and procedures. • Ensure all learners are supported in a safe and inclusive environment, promoting emotional wellbeing and psychological safety. • Report safeguarding concerns promptly to the designated safeguarding lead and contribute to multi-agency safeguarding processes where required. • Maintain accurate and confidential records of safeguarding disclosures, concerns, and actions taken. • Attend regular safeguarding training and supervision to ensure competence and confidence in identifying and managing risk. <p>Promotion and Engagement</p>

	<ul style="list-style-type: none"> Actively promote the range of pathways within the Community Rehab and the Academy and its learning programmes across the wider service to increase referrals and engagement. Utilise the Community Rehab space to engage in recovery focused conversations. Help instil a culture of Recovery within our space. Positively promote the concept of visible recovery, celebrating achievements and encouraging peer inspiration, self-help and mutual aid. Support people through introduction sessions and ensure a welcoming and inclusive experience. Facilitate referrals and signposting to external learning, volunteering, and employment pathways. <p>Service Development and Collaboration</p> <ul style="list-style-type: none"> Contribute to the continuous improvement of recovery pathways and service delivery. Participate in team meetings, supervision, and training to maintain high standards of practice. Work collaboratively with recovery workers, peer mentors, and partners to ensure wraparound support. To promote service user involvement and create opportunities for co-production and service-user consultation to support the ongoing development of the service. Develop and maintain strong links with local services, community organisations, and peer networks. Support individuals to access additional opportunities in education, volunteering, and employment. Promote the concept of visible recovery and represent the service positively in the community.
Values and Behaviours	<ul style="list-style-type: none"> Recognise personal and professional boundaries and work within Double Impact's Code of Conduct and to act as a role model to other staff and to our service users. Promote a climate of equality for all. Maintain organisational, client and colleague confidentiality. Adhere to and embody the Values of Double Impact and Nottingham Recovery Network. Demonstrate a passion for excellence and be flexible in your approach to work. Have a non-judgmental attitude. To be ambitious for our service users. Present a professional image and act as an ambassador for Double Impact and the Nottingham Recovery Network at all times. Take a can-do approach when asked to undertake such other duties as the management team may reasonably require from time to time. Take responsibility for personal and professional development opportunities and engage in all required support, development, training and supervision systems.

Job Specification (Part 3)

Person Specification		
	Essential	Desirable
Education and Experience	<ul style="list-style-type: none"> • Experience of working in a recovery, health, social care, or community setting. • Experience of coaching, mentoring, or key working. • Relevant qualifications in health, social care, coaching, or related fields. • Experience of providing one-to-one support, coaching, or mentoring. • Experience of delivering group work sessions, peer support groups or accessing mutual aid. • Experience of working with people from a range of social, cultural and ethnic backgrounds. • Experience of digital recording systems. 	<ul style="list-style-type: none"> • Lived experience of addiction and recovery. • Experience working in a peer-led or co-production environment. • Experience of working in partnership with other services (e.g., housing, mental health, employment support). • Experience of creating individualised recovery plans. • Working within a values-based organisation
Knowledge and Abilities	<ul style="list-style-type: none"> • Understanding of substance use recovery and strengths-based, trauma-informed, person-centred approaches. • Commitment to supporting individuals working towards abstinence within a community rehab setting. • Excellent communication and interpersonal skills, with the ability to build positive, trusting relationships. • Ability to facilitate group sessions and deliver structured workshops. • Competence in maintaining accurate records and using digital systems. • Strong organisational skills and the ability to manage a varied workload. • Good Level of IT literacy • Ability to maintain accurate and timely records. • Knowledge of safeguarding procedures and experience of working with vulnerable adults. • Knowledge of the issues facing substance misusers • Ability to work within professional boundaries 	<ul style="list-style-type: none"> • Motivational Interviewing Skills • Groupwork facilitation skills • Knowledge of local services and community resources.

	<ul style="list-style-type: none"> Ability to work within a busy environment and to remain calm and focused. 	
Values and Behaviours	<ul style="list-style-type: none"> To have a 'can do' mentality To have a non-judgmental attitude towards drug and alcohol users and offenders To have a passion for excellence and be self-motivated Demonstrate a commitment to embody the values of Double Impact and Nottingham Recovery Network To have a flexible approach to work To work with integrity, honesty and transparency Be friendly and approachable Understand and maintain professional boundaries Welcome and embrace change, with a positive attitude Be punctual, trustworthy, reliable and respectful Be personally well presented Demonstrate commitment to equality, diversity, and inclusive practice. Be willing to take on jobs to balance the team workload 	

Terms & Conditions (Part 4)

Terms & Conditions of Employment	
Position	Recovery Coach
Location	Nottingham Recovery Network
Hours	<p>37 hours per week (full-time)</p> <p>You are entitled to a daily unpaid meal break of 40 minutes when working hours are 6 or more/.</p> <p>In addition to your normal hours of work, you are required to work any necessary additional hours for the proper performance of your duties. This may include evening or weekend working.</p>
Contract Type	Permanent
Salary	£30,428
Probation Period	6 months

Holiday Entitlement	Holiday entitlement in any holiday year is 27 days pro rata. This is in addition to Bank Holidays.
Notice	<p>Following successful completion of the probationary period, staff are required to give one month's notice in writing to terminate their employment with the Company.</p> <p>During the first month of the probationary period, either the Company or staff member may give one day's notice to terminate their employment. After one month's service and up to satisfactory completion of the probationary period, the Company or staff member may terminate their employment by giving one week's notice.</p>
Conditions	<ul style="list-style-type: none"> • Two satisfactory professional, written references, one of which must be the last employer • Satisfactory Enhanced DBS Check • Evidence of Right to Work in the UK

Acceptance	
The above job description is not all encompassing and is subject to regular review	
Signature of Post Holder	<p>I have read and accept the duties and responsibilities outlined in this job description.</p> <p>Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>