

## Job Description (Part 1)

Post	
Job Title	Progression Pathway Coach (Permanent)
Hours	0.8 WTE
Reports to	Academy Service Manager

Double Impact CIC	
Double Impact is a registered charity and not for profit organisation, established in 1998.	
<b>Our Mission</b>  <b>INSPIRING CHANGE AND POSITIVE CHOICE</b>	<p><b>Our Mission</b> 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: <b>Passionate, Ambitious, Independent, Responsive, Strengths Based</b></p> <p><a href="https://www.doubleimpact.org.uk/">https://www.doubleimpact.org.uk/</a></p>
<b>Nottingham Recovery Network (NRN)</b>  NRN is a partnership between: <ul style="list-style-type: none"> <li>• Framework Housing Association (Lead Agency),</li> <li>• Double Impact</li> <li>• Nottinghamshire Healthcare NHS Foundation Trust</li> <li>• Al-Huraya</li> </ul>	<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"> <li>- Recovery Orientation (Engagement)</li> <li>- Recovery Delivery Interventions (Including psychosocial and pharmacological treatment interventions)</li> <li>- <b>Re-integration (Recovery including the Double Impact Academy)</b></li> </ul> <p><a href="https://www.nottinghamrecoverynetwork.com/">https://www.nottinghamrecoverynetwork.com/</a></p> <p><b>The Academy</b></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><a href="https://www.nottinghamrecoverynetwork.com/the-academy/">https://www.nottinghamrecoverynetwork.com/the-academy/</a></p>
<b>Main job purpose:</b>  Progression Pathway Coach	<p>The Progression Pathway Coach plays a vital role in supporting individuals on their recovery journey to independence from substance use. This role combines the delivery of accredited Level 1 and Level 2 qualifications with personalised one-to-one coaching, using a trauma-informed, strengths-based, and person-centred approach. The aim is to empower individuals to build confidence, develop new skills, and progress towards meaningful goals in education, training, volunteering, or employment.</p>

## Job Description (Part 2)

Role Accountabilities:	
Key Responsibilities and Duties	<p><b>Pathway Progression Support</b></p> <ul style="list-style-type: none"> <li>Conduct holistic, strengths-based assessments to co-create personalised progression plans with individuals.</li> <li>Provide one-to-one coaching and mentoring to support individuals in identifying and working towards their recovery goals and to embrace transformative learning experiences.</li> <li>To carry a caseload with responsibility for assessing, planning, implementing and evaluating individualised recovery plans to support clients on their recovery journey to independence.</li> <li>To complete a full risk assessment of need including risk to self and others and adult/child safeguarding identification and risk management.</li> <li>Use trauma-informed practice to build trust, promote safety and support emotional wellbeing.</li> <li>Use the opportunities provided within the Community Rehab Duty system to initiate recovery focused conversations using motivational interviewing techniques taking a strengths-based approach.</li> </ul> <p><b>Promotion and Engagement</b></p> <ul style="list-style-type: none"> <li>Actively promote the Academy and its learning programmes across the wider service to increase referrals and engagement.</li> <li>Utilise the Community Rehab space to engage in recovery focused conversations to help instil a culture of Recovery within our space.</li> <li>Positively promote the concept of visible recovery, celebrating achievements and encouraging peer inspiration, self-help and mutual aid.</li> <li>Facilitate referrals and signposting to external learning, volunteering, and employment pathways.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>Plan, deliver, and assess accredited Level 1 and Level 2 qualifications in peer mentoring and personal development that support people's recovery journeys and provide space for transformative learning to take place.</li> <li>Deliver targeted workshops in Maths and English to support learners' foundational skills and progression.</li> <li>Conduct initial assessments of Maths, English, and Digital skills to inform differentiated and individualised learning plans.</li> <li>Create inclusive, engaging, and supportive learning environments tailored to individual needs and learning styles.</li> <li>Monitor learner progress and provide constructive feedback to support achievement and progression.</li> <li>Support learners through enrolment to ensure a welcoming and inclusive experience.</li> <li>Maintain accurate records of attendance, progress, and outcomes in line with awarding body and organisational requirements.</li> </ul>

	<p><b>Group Facilitation</b></p> <ul style="list-style-type: none"> <li>• Deliver recovery-focused group sessions that promote personal development, peer support, and skill-building.</li> <li>• Facilitate group discussions and activities that align with recovery goals and promote a sense of community and belonging.</li> </ul> <p><b>Service Development and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Contribute to the continuous improvement of the progression pathway offer.</li> <li>• Participate in team meetings, supervision, and training to maintain high standards of practice.</li> <li>• Work collaboratively with recovery workers, peer mentors, and partners to ensure wraparound support.</li> </ul> <p><b>Safeguarding Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Recognise and respond to safeguarding concerns in line with organisational policies and procedures.</li> <li>• Ensure all learners are supported in a safe and inclusive environment.</li> <li>• Report safeguarding concerns promptly to the designated safeguarding lead and contribute to multi-agency safeguarding processes where required.</li> <li>• Maintain accurate and confidential records of safeguarding disclosures, concerns, and actions taken.</li> <li>• Attend regular safeguarding training and supervision to ensure competence and confidence in identifying and managing risk.</li> </ul> <p><b>Monitoring and Record Keeping</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and timely records of support provided, including casenotes, risk assessments, and progress updates.</li> <li>• Use digital systems to track outcomes and contribute to service evaluation.</li> </ul>
<p><b>Values and Behaviours</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Promote a climate of equality for all.</li> <li>• Maintain organisational, client and colleague confidentiality.</li> <li>• Adhere to and embody the Values of Double Impact and NRN.</li> <li>• Demonstrate a passion for excellence and be flexible in your approach to work.</li> <li>• Have a non-judgmental attitude.</li> <li>• To be ambitious for our service users.</li> <li>• Present a professional image and act as an ambassador for Double Impact and the Nottingham Recovery Network at all times.</li> <li>• Take a can-do approach when asked to undertake such other duties as the management team may reasonably require from time to time.</li> <li>• Take responsibility for personal and professional development opportunities and engage in all required support, development, training and supervision systems.</li> </ul>

## Job Specification (Part 3)

Person Specification		
	Essential	Desirable
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>Lived experience of recovery or experience working in a recovery, peer-led or co-production environment.</li> <li>Experience of delivering accredited learning programmes to adults, ideally within a recovery, community, or adult education setting.</li> <li>Experience of providing one-to-one support, coaching, or mentoring.</li> <li>Experience of working with people from a range of social, cultural and ethnic backgrounds.</li> <li>Recognised teaching qualification (e.g., PTLLS, AET, or equivalent), or willing to work towards.</li> <li>Experience of delivering Maths and English workshops or supporting learners with foundational skills.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in partnership with other services (e.g., housing, mental health, employment support).</li> <li>Experience of promoting services and engaging communities in learning and recovery initiatives.</li> <li>Experience of creating individualised recovery plans.</li> <li>Working within a values-based organisation</li> </ul>
<b>Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>Understanding of substance use recovery and the principles of person-centred, and strengths-based approaches.</li> <li>Excellent communication and interpersonal skills, with the ability to build positive, trusting relationships.</li> <li>Strong organisational skills and the ability to manage a varied workload.</li> <li>Good Level of IT literacy</li> <li>Ability to maintain accurate and timely records.</li> <li>Knowledge of safeguarding procedures and experience of working with vulnerable adults.</li> <li>Knowledge of the issues facing substance misusers</li> <li>Ability to work within professional boundaries</li> <li>Ability to work within a busy environment and to remain calm and focused.</li> </ul>	<ul style="list-style-type: none"> <li>Motivational Interviewing Skills</li> <li>Groupwork facilitation skills</li> <li>Use of virtual learning platforms and digital tools for teaching and tracking progress.</li> <li>Knowledge and understanding of adult education theories.</li> </ul>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>To have a 'can do' mentality</li> <li>To have a non-judgmental attitude towards drug and alcohol users and offenders</li> <li>To have a passion for excellence and be self-motivated</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to embody the values of Double Impact and Nottingham Recovery Network</li> <li>• To have a flexible approach to work</li> <li>• To work with integrity, honesty and transparency</li> <li>• Be friendly and approachable</li> <li>• Understand and maintain professional boundaries</li> <li>• Welcome and embrace change, with a positive attitude</li> <li>• Be punctual, trustworthy, reliable and respectful</li> <li>• Be personally well presented</li> <li>• Demonstrate commitment to equality, diversity, and inclusive practice.</li> <li>• Be willing to take on jobs to balance the team workload</li> </ul>	
--	--	--

## Terms & Conditions (Part 4)

Terms & Conditions of Employment	
<b>Position</b>	Progression Pathway Coach
<b>Location</b>	Nottingham Recovery Network
<b>Hours</b>	0.8 WTE  You are entitled to a daily unpaid meal break of 40 minutes when working hours are 6 or more/.  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.
<b>Contract Type</b>	<b>Permanent</b>
<b>Salary</b>	£30,428 pro rata
<b>Probation Period</b>	6 months
<b>Holiday Entitlement</b>	Holiday entitlement in any holiday year is 27 days pro rata. This is in addition to Bank Holidays.
<b>Notice</b>	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.  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.
<b>Conditions</b>	<ul style="list-style-type: none"> <li>• Two satisfactory professional, written references, one of which must be the last employer</li> <li>• Satisfactory Enhanced DBS Check</li> <li>• Evidence of Right to Work in the UK</li> </ul>

Acceptance	
The above job description is not all encompassing and is subject to regular review	
<b>Signature of Post Holder</b>	<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>