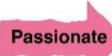


## Job Description (Part 1)

Post	
Job Title	Progression Pathway Lead (Permanent)
Job Holder	Vacant
Location	Nottingham Recovery Network
Contract Type	Fixed Term
Hours	0.6 WTE
Reports to	Academy Service Manager

Double Impact CIC	
Our Mission	<p><b>INSPIRING CHANGE AND POSITIVE CHOICE</b></p> <p>Double Impact is a registered charity and not for profit organisation, established in 1998.</p> <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. This is achieved by providing opportunities for personal development, healthy choices, education, vocational training, employment and access to housing.</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.</p> <p>We believe that with the right support everybody can recover and that in recovery anything is possible.</p>
Nottingham Recovery Network	<p>The Nottingham Recovery Network aims to deliver a fully-integrated, high quality drug and alcohol treatment and recovery support system that is locally owned and personally valued, with service user and carer involvement embedded in all aspects of its practice. The Nottingham Recovery Network comprises of Framework Housing Association (Lead Agency), Double Impact and Nottinghamshire Healthcare NHS Foundation Trust.</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>- Re-integration (Recovery including the Double Impact Academy)</li> </ul> <p>This is underpinned by the four cornerstones of:</p> <ul style="list-style-type: none"> <li>- Peer-led Mutual Aid</li> <li>- Mentoring and Volunteering</li> <li>- Service User Involvement</li> <li>- External Mutual Aid</li> </ul>

<p><b>The Academy</b></p>	<p>The Academy deliver and facilitate accredited and non-accredited teaching and learning, alongside structured recovery support and peer support groups, as part of our Community Rehabilitation Programme, to adults in recovery from substance misuse.</p> <p>Our Academy provides a unique progression pathway where clients are offered, through an individualised plan, a range of level 1 and level 2 progression qualifications, complimented by some non-accredited sessions, and a variety of recovery support groups, peer support groups and structured interventions.</p> <p>We also provide a Structured Day Programme which feeds into our progression pathway, as well as empowering people to pick and choose their own individualised pathway from all available within our community rehab offer.</p> <p>We provide opportunities for people to get involved in mutual aid activities and signpost and connect people to opportunities and activities taking place in their local communities, as well as providing a pathway to train as a Peer Mentor and volunteer within the service.</p>
<p><b>Our Values</b></p>	<p> <b>Supportive</b> to individuals and their diverse needs and to the wider treatment community;</p> <p> <b>Passionate</b>: about everything we do;</p> <p> <b>Inclusive</b>: by involving service users and staff in all aspects of what we deliver and through working in partnership;</p> <p> <b>Responsive</b>: to our service users’ changing needs, to the communities in which they live and to our staff;</p> <p> <b>Effective</b>: In realising individuals’ goals and achieving our aim.</p>

Job Profile	
<p><b>Purpose of Job</b></p>	<p>To lead, deliver and improve teaching, learning, and assessment for people undertaking Level 1 and Level 2 progression qualifications, within a recovery-focused educational environment.</p> <p>The postholder will be responsible for reviewing and updating relevant policies to ensure ongoing compliance with awarding body requirements, enhancing teaching and learning resources, and mentoring assessors. This role is central to enabling learners to progress confidently while supporting their individual recovery journeys.</p>
<p><b>Position in Organisation</b></p>	<ul style="list-style-type: none"> <li>• Reports to the Team Manager/Team Lead</li> <li>• Point of contact for/with Nottingham Recovery Network service users</li> <li>• Works in partnership with the Nottingham Recovery Network</li> </ul>

	<ul style="list-style-type: none"> <li>• Point of contact for/with statutory and non-statutory agencies</li> <li>• Point of contact for/with community resources/learning providers/employers</li> </ul>
<b>Scope of Job</b>	<p>The role is designed to lead and enhance the quality of teaching, learning, and assessment for learners working toward Level 1 and Level 2 progression qualifications, with a strong emphasis on supporting recovery and personal development.</p> <p>This role is strategic and hands-on, influencing both educational quality and learner outcomes, for individuals on their recovery journeys. It combines educational leadership, curriculum innovation, and staff development, making it central to the success of the Academy as part of the NRN Community Rehab.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Recognised teaching qualification (e.g. PGCE, CertEd, DTLLS, DET or equivalent)</li> <li>• Assessor qualifications (e.g. TAQA, A1)</li> <li>• CPD or qualification in trauma informed or recovery-orientated practice.</li> </ul>

**Job Description (Part 2)**

<b>Duties &amp; Key Responsibilities</b>	
<b>Key responsibilities:</b>	<p><b>Leadership &amp; Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Lead on teaching and learning strategy and quality across all Level 1 and Level 2 progression qualifications, and support wider provision as needed.</li> <li>• Review and update relevant policies to ensure compliance with awarding body and regulatory requirements.</li> <li>• Promote and model good practice in inclusive, trauma-informed, and recovery-supportive teaching approaches.</li> <li>• Be willing to train as an Internal Verifier (IV) and contribute to internal verification processes upon qualification.</li> <li>• Implement and maintain a consistent schedule for setting, marking, and returning client work within agreed timeframes, ensuring timely and constructive feedback.</li> </ul> <p><b>Curriculum &amp; Resource Development</b></p> <ul style="list-style-type: none"> <li>• Regularly review and enhance teaching, learning, and assessment materials to ensure they meet the needs of diverse learners and align with awarding body standards and needs of the recovery service.</li> <li>• Support the development of learner-centred resources that promote personal development, progression, and employability.</li> </ul>

- Embed functional skills, personal development, and progression pathways into learning materials where appropriate.
- Promote positive initial assessment opportunities to support learner individualisation and differentiation within qualification delivery.

**Mentorship & Staff Development**

- Provide mentoring and guidance to assessors and tutors delivering Level 1 and 2 qualifications, focusing on teaching methods, assessment practice, focus on recovery and transformative learning and learner engagement.
- Support staff in developing and maintaining consistent, high-quality assessment and feedback practices.
- Facilitate informal CPD and peer-learning sessions to build confidence and competence among delivery staff.
- Carry out regular developmental observations for all delivery staff.

**Monitoring & Reporting**

- Support internal quality processes, including standardisation meetings and sampling of assessment decisions.
- Gather learner feedback and contribute to self-assessment and quality improvement planning.
- Promote the consistent use of standardised, version-controlled proformas and learning materials across the provision, maintaining their accuracy, relevance, and alignment with current requirements.
- Ensure all interventions, events, and outcomes involving clients and volunteers are consistently and accurately recorded for monitoring and evaluation purposes.

**Collaboration & Stakeholder Engagement**

- Work closely with curriculum and recovery support teams to ensure an integrated, learner-centred experience.
- Work closely with teams service-wide to create clear pathway progression routes through treatment teams to the community rehab.
- Maintain positive working relationships with awarding bodies and external quality assurance representatives.
- Support staff in preparing for external verification or moderation visits.
- Establish and uphold clear standards of conduct in collaboration with clients, fostering a respectful and supportive learning environment.

	<ul style="list-style-type: none"> <li>• Develop and maintain strong partnerships with local adult education and training providers, community organisations, and employers to enhance client access to further learning and development opportunities.</li> <li>• To provide advice and guidance to staff within the Nottingham Recovery Network regarding what is on offer at the Academy/Community rehab.</li> <li>• To actively and positively promote the Academy and the Community Rehab within the service and externally</li> <li>• To build and display visible success outcomes including visible recovery</li> </ul>
<p><b>Administration &amp; Systems</b></p>	<ul style="list-style-type: none"> <li>• To ensure that DBS checks are completed on all L2 clients of the Academy progressing to volunteering and that specified recording procedures are followed for all students i.e. risk assessments and monitoring.</li> <li>• To ensure the safety of all staff, students, peer mentors and volunteers by implementing risk assessment procedures and monitoring the maintenance of health, safety and security procedures in the working environment.</li> <li>• To ensure that Equality of Opportunity policies and anti-discriminatory practice are adhered to and fully implemented at all times and that all practice positively promotes Double Impact’s commitment to valuing diversity.</li> <li>• To ensure that all aspects of confidentiality are adhered to.</li> <li>• To work to company targets and performance measurement requirements.</li> <li>• To maintain accurate electronic and paper records to enable reporting of key outcomes and outputs.</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>• To carry out ‘duty’ rota activity to ensure accessibility of the service</li> <li>• To carry out all work in accordance with the company and its partners philosophy and ethos</li> <li>• To carry out all work in accordance with the company’s policies and procedures</li> <li>• To be aware of and work within the current legislation in relation to the service</li> <li>• To ensure all Health &amp; Safety procedures are adhered to</li> <li>• To attend staff meetings, and wider service team meetings, and engage in all staff support, development and supervision systems.</li> <li>• To participate in professional development activities and complete internal and external mandatory training requirements.</li> <li>• Proactively improve personal knowledge and skills by completing any relevant training</li> <li>• To keep abreast of developments in services, legislation and practice relevant to services for substance users.</li> <li>• To act as an ambassador for Double Impact and the Nottingham Recovery Network</li> <li>• Such other duties as the management may from time to time reasonably require.</li> </ul>

**Job Specification (Part 3)**

Person Specification		
	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Recognised teaching qualification (e.g., PGCE, CertEd, or equivalent)</li> <li>Assessor qualification (e.g., TAQA, A1)</li> <li>Willingness to train as an Internal Verifier (IV)</li> <li>CPD or qualification in trauma-informed or recovery-oriented practice</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 or above qualification in recovery or health and social care</li> <li>IV or IQA qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Teaching and assessing foundation level qualifications</li> <li>Experience working in a recovery, mental health, or health &amp; social care setting</li> <li>Developing and reviewing teaching and assessment materials</li> <li>Supporting or mentoring tutors/assessors in a formal or informal role</li> <li>Being involved in developmental observation schemes</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with awarding body requirements (e.g., qualification specifications, assessment criteria)</li> <li>Working within a values-based organisation</li> <li>Familiarity with blended and online assessment platforms and e-portfolios.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Strong understanding of pedagogy for adult, foundation level learners</li> <li>Knowledge of teaching and learning in the context of recovery</li> <li>Ability to review and interpret qualification specifications and guidance</li> <li>Strong mentoring, communication, and interpersonal skills</li> <li>Good organisational and problem-solving skills</li> <li>Able to assess, monitor, evaluate and track individual progress</li> <li>Ability to maintain accurate and time-bound records</li> <li>Ability to liaise effectively with partner organisations</li> <li>Ability to organise and prioritise own workload</li> <li>Ability to keep calm under pressure</li> <li>Ability to work alone effectively</li> <li>Ability to work within professional boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>Motivational Interviewing Skills</li> </ul>
<b>Attitudes and Values</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 be passionate in supporting people's recovery journeys</li> <li>To have a flexible approach to work</li> <li>Be friendly and welcoming</li> </ul>	

	<ul style="list-style-type: none"> <li>• Be helpful and go the extra mile</li> <li>• To be respectful and considerate to colleagues</li> <li>• Demonstrate personal integrity</li> <li>• To work in accordance with the company values at all times</li> </ul>	
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**Terms & Conditions (Part 4)**

Terms & Conditions of Employment	
<b>Position</b>	Progression Pathway Lead
<b>Location</b>	Nottingham Recovery Network
<b>Hours</b>	<p>0.6 WTE</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>
<b>Contract Type</b>	Permanent
<b>Salary</b>	£33,000 per annum (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>	<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>
<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

**Signature of Post Holder**

I have read and accept the duties and responsibilities outlined in this job description.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_