

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Coastal Routes Recovery Coordinator

**Reporting to: Community Advice & Wellbeing Programme
Manager**

Work pattern: Part Time 25 hrs per week

Contract: this post is funded for 12 months in first instance

**Based: Newhaven with travel across East Sussex to other
outreach and delivery venues as required**

Salary Range:

**£26,232 – £31,349 per annum, pro rata (upper level awarded
for exceptional/highly experienced candidates) OR dependant
on qualification, skills and experience**



The Organisations

SCDA was founded in 1997. Its primary purpose is the development of sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs, and particularly addressing the needs of those most vulnerable in the community.

SCDA now runs a range of projects and services aimed at supporting community involvement across East Sussex. Funding has been secured from a range of sources including Lottery Community Fund and charitable trusts as well as contracts to deliver services and run projects across East Sussex, including from the DWP, ESCC & Home Office.

To support its core activities SCDA also runs a number of Social Enterprises. These include Denton Island Nursery, rated as 'Good' by Ofsted, and two charity retail shops.

For further reading and information regarding SCDA's Vision please visit:

<https://sussexcommunity.org.uk/wp-content/uploads/2023/03/Our-Vision.pdf>

There are 12 main service areas grouped under 3 broad headings:

Employability – supporting unemployed people across East Sussex, specialising in those who find it hardest to find and sustain paid work.

Community Advice & Wellbeing – delivering a variety of services aimed at promoting inclusion for people from culturally diverse communities; supporting people at risk of anti-social behaviour and hate crime; offering mental health support via a range of counselling services, befriending and support for those bereaved by or at risk of suicide, and offering access to a range of specialist advice provision through partners.

Community Development & Health – delivering targeted and general Youth provision locally; delivering a range of services around emergency and community food & food security; green and open spaces; promoting physical activity and mental health; raising the profile of communities in which we work through regular community events; offering Family Learning and Inclusion activities for parents and carers of Under 5's.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet complex needs within in the community and helping make a difference.

Our Project Partner – Coastal Routes Recovery

Who are Coastal Routes Recovery and what is a LERO?

Coastal Routes Recovery are the new Lived Experience Recovery Organisation (LERO) for East Sussex.

“We are fully autonomous, membership based and here to provide a voice into-action for people in recovery from drug & alcohol addiction. Anyone can join our community

of recovery warriors. Perhaps the most obvious benefit being that you can apply for funding for your own group activity, or even a service.

We will also work in partnership with existing services, helping them build on existing provisions, based on the feedback we get from our members. We welcome partnerships of all kinds, and looking to reach out further afield, all across the East Sussex County, setting up drop in hubs to find out what people really want from their recovery journey.”

This post holder is employed by SCDA but will have a close working relationship with Coastal Routes Recovery Trustees. The role may be required to work occasional evenings and/or weekends to meet service user, volunteer and community needs, and to assist in delivering community interest events. Additional remuneration is not applicable, as time off in lieu may be granted in accordance with the policy, or preferably work pattern flexed in the week before or after such events occur.

The context of the job

The organisation (SCDA), though fairly small in terms of staff at approximately 85 employees, continues to grow - especially in terms of its geographic remit. One of SCDA's Core Values is teamwork and support for colleagues, and we expect all members of staff to demonstrate flexibility within their specified job role and offer continued support to other colleagues and when required.

Job Purpose

The Coastal Routes Recovery Coordinator's purpose is to recruit, train and support volunteers helping them to set up relevant activities in line with Coastal Routes Recovery objectives, as well as to establish a small grants programme, whereby individuals or groups can apply for a small grant to deliver an activity that supports people in recovery from drug and alcohol.

With responsibility for community consultation, reporting and administration the post holder will feedback to CRR and SCDA on the project's objectives and timescales.

Main Tasks

The Recovery Coordinator will:

- Work in partnership with CRR committee members
- Maintain CRR website and members ('Recovery Warriors') mailing list
- Recruit, train & support new volunteers to CRR
- Support volunteers in setting up activities in line with CRR core objectives
- Promote small grants programme and support applicants through application process
- Support CRR treasurer in delivery of the small grants programme
- Carry out community consultation & feedback data, incorporating views into service delivery action where possible
- Create, monitor and update processes where needed
- Monitor and report progress and impact of small grants recipients

- Support fundraising activities for CRR

Reporting

- Report on activities to CRR Trustees, East Sussex County Council, SCDA and others, where required, on project outputs providing monthly updates to the commissioner.
- Collect and analyse data to support project objectives and contribute to sustainability beyond current funding.
- Attend relevant meetings and training with CRR as needed.
- Maintain accurate records and produce written and statistical reports, ensuring effective administrative and recording systems.

Other

- Regularly meet with the Community Advice & Wellbeing Programme Manager for supervision, project reviews, and task follow-ups.
- Participate in team briefings, full staff training events, and Partnership Forums as appropriate.
- Uphold SCDA policies and procedural standards in all aspects of work.

EQUAL OPPORTUNITIES

Sussex Community Development Association is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with SCDA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Signed by post holder:.....Dated:.....

Person specification

Desirable Qualifications:

- Degree or equivalent professional qualification, or comparable experience.

Demonstrable Knowledge and Understanding of:

- Knowledge and understanding of the recovery journey through lived or learned experience

- Knowledge of ways in which someone's recovery journey can be supported
- Knowledge of services and community groups across East Sussex

Essential Experience:

- Minimum 2 years working ideally at a senior level within the voluntary sector, with significant experience in drug & alcohol support, partnership working, negotiation, and collaboration.
- Experience of working with and supporting people in recovery from drug & alcohol misuse
- Demonstrated experience and personal commitment to supporting people in recovery
- Experience of writing funding applications and reports
- Experience of writing risk assessments and ensuring activities are well managed
- Experience of recruiting, vetting and supporting volunteers
- Experience of working in a complex environment with a range of different partner agencies
- Experience in delivering projects to meet deadlines and budget constraints.

Essential Skills, Abilities, and Knowledge:

- Strong organisation, record-keeping, and administrative skills.
- Bid-writing and fundraising skills.
- Able to develop work approaches that promote equal opportunities, accessibility, and inclusivity.
- Capable of quickly understanding SCDA's services, activities, and goals, representing the organization positively in external settings.
- Proficient in creating agendas, chairing meetings, taking accurate minutes, creating effective communications, and understanding data protection and confidentiality requirements.

Essential Personal Qualities:

- Kindness, compassion and a non-judgemental approach to people in recovery
- Self-motivated, self-directed and able to manage their time and workload independently.
- Demonstrates tact, diplomacy, and firmness when needed.
- Resilient and capable of managing high workloads, deadlines, funder & partner expectations.
- Emotionally resilient, able to work objectively with and advocate for people in recovery.

Circumstances:

- Able to travel across East Sussex efficiently and affordably.
- Post subject to health and DBS checks.