



The Edge Café (Recovery Hub, Cambridge)

Job Description & Person Specification

POSITION	Senior Recovery Coordinator
SALARY	NJC point 25-28 £23,111-£25,463 (pro rata) per annum circa depending on experience
HOURS	30 hours per week (with an expectation to work outside of café opening hours as required for administration, evening events and governance)
CONTRACT	Initially 12 months (with possibility of extension dependent on funding)
REPORTS	Board of Directors
LOCATION	Brookfields Hospital Site, 351 Mill Road Cambridge
HOLIDAYS	25 Days p.a. plus bank holidays (pro rata)

The Edge Café

We believe that what we can grow a network of positive relationships and experiences that stretch from our cafe and out into the world, by bringing people together & helping build social stability in each other's' lives.

Job purpose

To lead the engagement of service users and those in recovery to utilise the opportunities afforded by the Edge café and meeting room.

Main responsibilities

1. To develop service user engagement at The Edge café through a co-production delivery model. To take an empowering approach to those in recovery so that they can progress with their lives
2. To train and support volunteers including peer mentors in the operation of the Edge café and associated activities.
3. To administer the volunteer scheme including undertaking DBS checks and risk assessments, running the time credit scheme, developing the volunteer journey and progressing volunteers to further placements, training or employment.
4. To provide line management support to the recovery coordinator post.
5. To take an active role in the governance and oversight of the Edge café and to

- support the service user voice in this.
6. To take responsibility for the administration and marketing of the meeting room (including raising invoices)
 7. To deliver art exhibitions, music events and hire the café space as part of income generation and to increase service user and community participation
 8. To provide low level advice, support and signposting to individuals and to encourage engagement with the treatment system as and when appropriate
 9. To work collaboratively with local services to run support groups
 10. To develop and strengthen peer led support/mutual aid
 11. To act as a point of liaison for the Edge café in its relationship with other bodies, businesses, voluntary and statutory agencies.
 12. To manage a budget for recovery activities
 13. To work closely with the Drugs and Alcohol Treatment Service (CGL) to encourage pathways into the specialist service for those requiring treatment and access/engagement to peer support and recovery activities at The Edge Cafe for those successfully discharging from the treatment service.
 14. To actively seek potential income streams to support the project
 15. To work collaboratively with the Edge Café Manager to ensure continuity for the project.
 16. To be the designated safeguarding lead.
 17. To work with media organisations in order to promote The Edge work (radio, newspaper articles)

Person specification

- i) Significant understanding and experience of substance misuse and mental health services.
- ii) Understanding of the complex challenges of working with those in treatment and in recovery
- iii) Strong communication, negotiation and advocacy skills
- iv) Administrative abilities including use of traditional and new social media platforms and strong IT skills
- v) Tenacity and tact to work with a range of stakeholders with competing demands and agendas
- vi) Flexibility and a willingness to work hours across the week as service demands.
- vii) Personal confidence, credibility, energy and resilience.