****

**JOB DESCRIPTION**

 **Job Title:** Recovery College and Co-Production Lead

 **Reports To:** Head of OT / Deputy

**Accountable To:** Hospital Manager

**Job Summary:**

* To lead in all aspects of Recovery College.
* To promote the Recovery College and to focus on increasing the involvement of SUs and staff from all departments.
* To become an AQA moderator, implementing AQA courses in each term, monitoring and overseeing the AQA accreditation processes, submitting accreditation forms, and working alongside another AQA moderator (if available) in all accreditation processes.
* To assist & support service users and staff in the Co-production and co-delivery of courses / workshops.
* To collaboratively lead on implementation of the Co-production strategy.
* To lead on therapeutic earnings programme across the Hospital and within the Hospital grounds.
* To liaise closely with the nursing, medical, psychology and occupational therapy teams.
* To develop therapeutic and vocational opportunities throughout the Hospital and wider community.

## Principle Duties & Responsibilities

**Recovery College**

1. To prepare prospectuses, materials, registers and documents required for the Recovery College.
2. To organise and plan Recovery College working group meeting monthly.
3. To organise and plan Recovery College launch for each term.
4. To connect with Recovery and Outcomes group.
5. To attend yearly Cygnet Recovery Group and to produce yearly reports for the progress of Woking Recovery College.
6. To authorise and keep data of payments of the SUs who facilitate the courses.
7. To adapt programmes, time tables and courses / workshops as required, to enable independence, confidence and motivation
8. To ensure the Recovery College environment is kept tidy and areas ready for college sessions
9. To engage with local educational pathways outside of the Hospital such as local colleges.
10. To support service users on their journey of learning and participation in Recovery College
11. To actively engage and drive attendance to People’s Council, and Ward Community meetings and other forums for service users

 **Co-Production**

1. To support and involve expert by experience visits and involvement with site.
2. To empower service users to develop ideas that can change service delivery such as quality improvement ideas.
3. To lead on projects in line with organizational strategy that harness the culture of coproduction.
4. To assess, monitor and improve the use of lived experience across the service.

Communication

1. To promote Recovery College, Co-Production and Therapeutic earnings on the wards by attending community meetings and encouraging ward ‘champions’
2. To facilitate meetings, drop-ins or other ways of engaging service users in Recovery College, Co-Production and Therapeutic earnings
3. To liaise with and feedback regularly to line manager, and members of the MDT/senior management.
4. To report into key processes such as Clinical Governance; this may be way of report or written summary.
5. To ensure all students, servicer users and staff receive clear, relevant information about their courses, involvement or role.

Management

1. To ensure the provision of appropriate resources for Recovery College courses, for their involvement in any Co-Production and Therapeutic earnings

2. To ensure Recovery College equipment is maintained in working order.

3. To be responsible for maintaining safe and tidy environment for Recovery College

 Courses.

4. To manage the day to day running of the Recovery College.

5. To support in adapting courses for service users with additional needs as required.

6. To record departmental statistics and equipment records as required by the Recovery College CQUIN and corporate requirements.

Education / Development

1. To participate in regular management supervision sessions and annual appraisal, setting personal and service objectives as well as using for support and guidance.
2. To attend Mandatory Training and request attendance at other training courses that benefit your role.
3. To liaise with other units about Recovery College, to share and learn about best practice.
4. To network with other services and coproduction channels to ensure best practices.
5. **Dress code:**
* In the interests of safety and comfort, employees are expected to dress appropriately whilst at work.
* All employees will:
	+ Present a neat and tidy appearance.
	+ Comply with any specified local dress code or uniform requirements.
	+ Wear a name badge at all times.
	+ Keep jewellery to a minimum and avoid items which create a hazard to safety or health.

***This Job Description is not definitive and will be reviewed periodically in the light of developments within Cygnet Health Care, in consultation with the post holder.***

Print Name:

Signed:

Date:

**CYGNET HEALTH CARE PERSON SPECIFICATION**

|  |
| --- |
| **Person Specification** |
| **Dimension**  | **Required**  | **Desirable**  | **Method of Assessment**  |
| Need to Have (Functional) | GCSE Grade C or above in Maths, English and Science – or equivalent  |  | Application form and certificate  |
|  | Tutoring experience  | CV, interview |
| At least 6 months relevant experience in care/ mental health setting  |  | Application, interview |
| Intermediate computer literacy skills, i.e. PPT, Excel, Word |  | Application |
| Professional report-writing skills |  | CV/Application  |
| Need to Know (Technical) | Demonstrate understanding of service (e.g. Secure mental health, Acute/PICU, High dependency rehab) |  | Application and interview |
| Knowledge of current and specific legislation (e.g. Mental Health Act) |  | Application and Interview |
| Good understanding of core ethos of Recovery Colleges |  | Interview |
| Need to do (Vocational) | Engage in clinical and managerial supervision |  | Application and interview |
| Demonstrate prioritisation abilities |  | Interview, application |
| Manage time effectively, balancing Recovery College role and tutor role |  | Application and interview |
| Write clear, professional and concise reports |  | Application |
| Need to be (Behavioural) | Demonstrate good communication and Interpersonal skills, maintaining a positive approach  |  | Interview |
| Demonstrate empathy, sensitivity and self-reflection |  | Interview |
| Remain calm in challenging situations, and work under pressure |  | Interview  |
| Demonstrate non-discriminatory practice in all aspects of work. |  | Interview |
| Demonstrate effective motivation & team-working/collaboration with others, providing constructive feedback when required |  | Application and interview |
| Flexible, and adaptable, accepting advice and acting on it |  | Interview |