

Compass Recovery College Manager - Maternity Cover

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Job Description

Job Title Compass Recovery College Manager

Location Reading Borough Council, Bridge Street, Civic Centre, RG1 2LU

Grade/Salary Range RG7b SCP 33 to SCP 36 No Gateway

Service/Directorate Public Health & Wellbeing Team
Directorate of Adult Care and Health Services

Job Purpose

[Compass Recovery College](#) offers free mental health and wellbeing workshops for anyone over the age of 18 in Reading, reaching a range of participants, their relatives, supporters and carers, voluntary sector staff and others as appropriate. Compass helps participants develop knowledge and skills for coping and self-management through a range of workshops which are an educational route to recovery. All workshops are co-produced with people who have lived experienced mental health challenges. Our aim is for everyone to feel listened to in a safe space, with the opportunity to connect with others. Participants do not need a referral from a clinician or service to enrol.

- To manage the Compass Recovery College ('Compass') for adults living with mental health challenges, their families and carers, and people working to improve mental health and wellbeing in the borough of Reading, whether in a paid or voluntary capacity.
- To promote and apply the Compass philosophy of using an educational and supportive approach to help all participants towards a meaningful and satisfying life: being fulfilled and living as well as possible. This will include ensuring the following principles are applied.

A Safe Space - Compass will provide a supportive, friendly environment, where participants can learn and share experiences and ideas in confidence and comfort in order to develop skills for life.

Open to All - Compass will welcome anyone aged 18 or over with lived experience of mental illness or life challenges and their friends, family members and carers, and people working to improve mental health and wellbeing

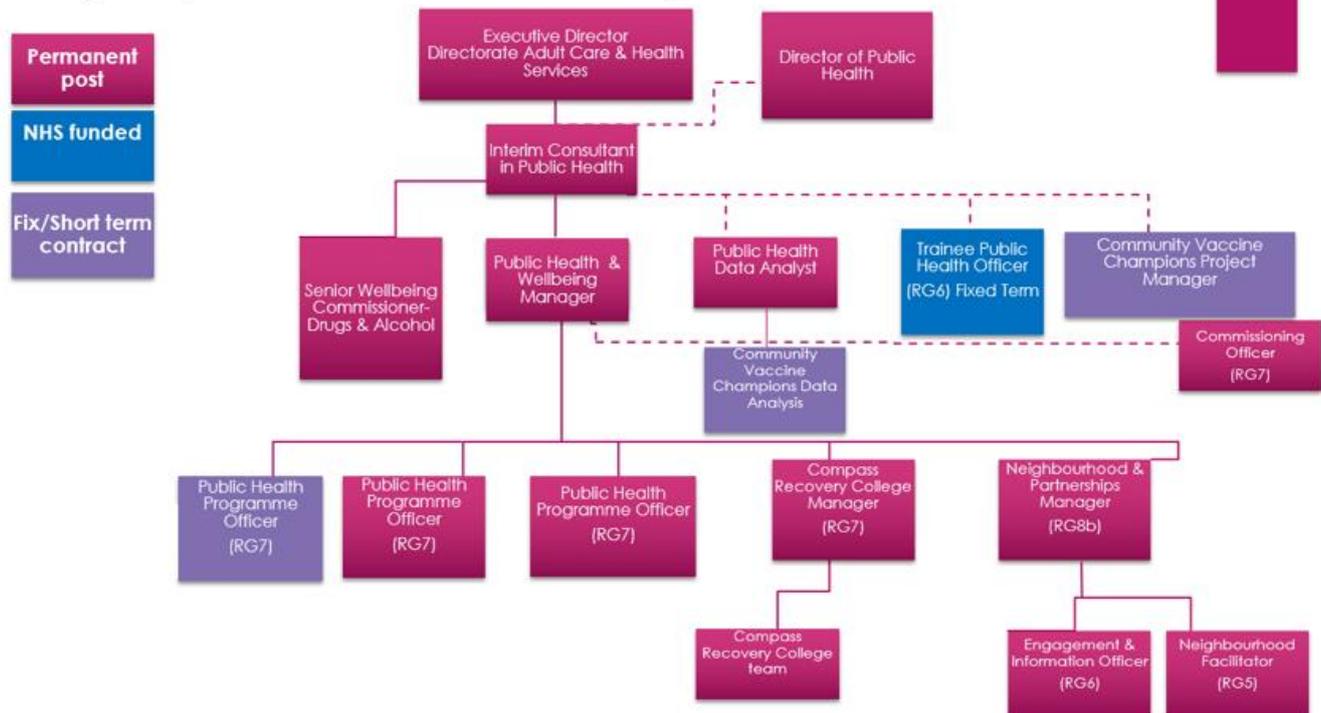
Supportive - Compass staff and volunteers will do their best to meet the needs of every participant that wishes to develop and take control to manage their life, including working with partners to promote more inclusive communities where people with mental ill health can access services and support.

Together - All Compass workshops will be developed and delivered by people who can call upon their own lived experience of mental health and life issues, together with people who have acquired the relevant knowledge and experience in a professional capacity or through formal training

- To develop Compass, using a 'hub and spoke' model to provide a centralised base with a number of delivery points so as to provide greater ease and equity of access to the service, and contributing to the reduction of health inequalities.
- To promote and support greater social inclusion and a recovery focused approach to mental health and wellbeing in Reading across services and sectors.

Designation of Post and Position within Departmental Structure

Reading Borough Council - Public Health and Wellbeing Team - June 2022



The post-holder will report to the Public Health and Wellbeing Manager in the Public Health and Wellbeing Team within the Directorate of Adult Care and Health Services.

Main Duties and Responsibilities

- To maintain knowledge and expertise in recovery focused approaches to mental health and wellbeing, and the delivery of recovery colleges in particular, and to apply best practice in the management of Compass.
- To feed into the Mental Wellbeing Board and Mental Health Needs Analysis.
- To lead the Compass team in creating, developing and delivering a range of recovery-focused workshops for people living with mental health challenges and/or supporting others with experience of mental health challenges.
- To promote Compass and engage in appropriate networking opportunities to build contacts and increase the partner and participant stakeholder groups.
- To support professional / formal trainers and peer mentors to develop workshops in line with the Compass philosophy (see above) and ensure that all Compass workshops are based on a coaching paradigm, and adhere to the core principles of adult learning.
- To co-facilitate workshops with peer trainers as required.
- To monitor and evaluate the delivery of Compass's services in ways which promote and respect co-production.
- To develop an effective recruitment and retention strategy for Compass staff, including sessional workers, and volunteers, including comprehensive induction.
- To ensure the activities of all Compass team members are conducted within a framework of accountability, ensuring that all staff and volunteers take part in regular supervision, and that all staff participate in an annual appraisal.

- To ensure Compass staff and volunteer training and development needs are identified and met as appropriate.
- To ensure that Compass is run in accordance with Reading Borough Council policies and procedures.
- To contribute to management and professional meetings as required.
- To develop Compass to support a reduction in the health inequalities experienced by adults living with mental health challenges, including the following indicators from the Public Health Outcomes Framework:
 - closing the gap in employment rates between those with a long term mental health condition and the general population (1.08i)
 - Reducing working days lost due to mental health sickness absence (1.09)
 - Reducing the number of emergency hospital admissions for intentional self-harm (2.10ii)
 - Reducing the suicide rate (4.10)
- Using established frameworks to monitor and evaluate the performance of the Recovery College
- Compiling reports and presenting to elected members and to senior officers on the application of recovery and social inclusion principles in promoting mental health and wellbeing

Scope of Job (Budgetary/Resource Control/Impact)

Management of the Compass budget, and responsibility for ensuring the service operates within budget.

Responsibility for meeting reporting requirements attached to various funding streams from time to time, e.g. New Directions, Public Health Grant.

Direct line supervision of Recovery Workers and Peer Support workers plus students on placement and volunteers.

Special/Other Requirements/Responsibilities of this Post

<i>Level of DBS check required for this post</i>	Enhanced Check with Barred List Check
<i>Does the post require a check against the list of people barred from working with vulnerable adults?</i>	YES
<i>Does the post require a check against the list of people barred from working with children?</i>	YES
<i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i>	N/A
<i>Is this post “politically restricted”?</i>	NO
<i>Responsibility for Health & Safety:</i>	LEVEL 3
<i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i>	NONE
<i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above</i>	NONE

Person Specification

Qualifications/Education/Training

- Educated to degree level or able to evidence equivalent experience
- Level 5 CIPD or similar in the development and management of peer supporters, or able to evidence equivalent experience
- Desirable: qualification at or equivalent to NVQ level 4 in Management.
- Desirable: qualification in adult education and/or special needs education

Experience

- Good working knowledge of a wide range of mental health challenges
- Experience of managing staff and/or volunteers
- Experience of delivering recovery-focused programmes in a mental health context
- Budget management experience
- Recruitment and selection experience
- Experience of partnership working with public, private, community or voluntary sector groups.
- Practical experience of a range of service user or community consultation/engagement techniques.
- Experience of writing reports and making representations.

Skills, Abilities & Competencies

- Excellent interpersonal skills, and the ability to work collaboratively across teams, organisations and disciplines, and in groups including elected members and members of the public.
- Strong written and verbal communication skills and the ability to communicate with a wide cross section of stakeholders and the wider community.
- Able to work effectively under pressure and to prioritise workload accordingly.
- Able to assess and manage risk.
- Ability to take initiative, to be highly self-motivated and able to motivate others.
- Able to demonstrate a clear understanding of equal opportunity issues and an ability to implement the Council's Equal Opportunity policies.
- Possess or be prepared to learn IT skills in order to use Council approved systems.

Specific Working Requirements

The post-holder may be required to work hours outside of usual office hours occasionally.

Team Reading Leadership and Management Behaviour Framework

In addition to the qualifications, experience etc above, you will also be expected to role-model the Team Reading values through your behaviour with peers, employees, customers and partners, and set a great example to others on a day-to-day basis by doing so. This is explained further in our Leadership and Management Behaviour Framework below.

TEAM Reading

The Team Reading values aim to create a more engaged and motivated workforce who take pride in what they are doing and have faith in and support those around them. Great leadership and management behaviour is at the heart of achieving this. We are committed to ensuring that our leaders and managers behave in a way that inspires, motivates and supports employees, creating better working relationships, greater collaboration and an organisation which provides excellent services to the people of Reading.

Central to this framework are our Team Reading values



T.... works together as one Team

The Council's leaders and managers will champion and inspire a culture which ensures that all employees across the organisation work together to provide excellent outcomes for Reading residents

How we expect our managers to behave
<ul style="list-style-type: none"> To work collaboratively with colleagues, customers and partners to build effective relationships and networks to achieve common goals and excellent services for Reading residents.
<ul style="list-style-type: none"> To lead by example, be visible, open and honest and effectively communicate the vision and values of the Council whilst seeking the opinion of others through meaningful, two-way communication.
<ul style="list-style-type: none"> To inspire others by being enthusiastic and positive; recognising, promoting, celebrating and rewarding innovation and success by engaging with and supporting employees to meet the Council's objectives.

E.... drives Efficiency

The Council's leaders and managers will create an environment in which resources are used efficiently and employees' skills are developed and used effectively

How we expect our managers to behave
<ul style="list-style-type: none"> To continuously review performance to ensure resources (e.g. staff, money and equipment) are allocated in a fair and consistent manner, deploying the skills and expertise available to maximum effect.

<ul style="list-style-type: none"> To actively seek out best practice and encourage opportunities to improve efficiency and outcomes for Reading residents through the use of new technology and income generating activity.
<ul style="list-style-type: none"> To take active responsibility for budget and performance management, identifying and implementing opportunities for creating savings and efficiencies and delivering value for money.

A.... is Ambitious

Our leaders and managers will be ambitious, aspiring to deliver excellence and inspire and support others to reach their potential

How we expect our managers to behave
<ul style="list-style-type: none"> To celebrate success and empower others through support and effective performance management; showing appreciation for effort and recognition for outstanding work
<ul style="list-style-type: none"> To explore and challenge ways of working with a view to achieving ongoing, continuous improvement in service delivery and outcomes for Reading residents.
<ul style="list-style-type: none"> To inspire confidence in others, encourage talent and embed a learning culture, identifying and responding to the development needs of others.

M.... Makes a difference to Reading residents

Our leaders and managers will inspire a culture in which the customer is the focus and where change is welcomed as an opportunity

How we expect our managers to behave
<ul style="list-style-type: none"> To proactively engage and consult with customers, challenge inequality, promote diversity and implement new and improved ways of working.
<ul style="list-style-type: none"> To continuously monitor service delivery, customer feedback and demand failure to improve services, whilst being sensitive to the collective and individual needs of our customers.
<ul style="list-style-type: none"> To welcome, own and manage change and to aspire towards excellence in all areas, whilst being supportive and sensitive to the needs of individuals.