



<p><b>Role Title</b></p>	<p><b>ACHIEVE with NERAF Volunteer – Group Facilitator</b></p>
<p><b>Purpose of Role</b></p>	<p><b>ACHIEVE with NERAF groups are based on peer mentoring and recovery support for adults who have had issues with Substance Misuse. The purpose of the groups are to encourage independence and responsibility, enhance self-esteem and to encourage motivation and self-advocacy. Events &amp; Activities within the groups can include drug &amp; alcohol awareness sessions, living and cooking on a budget, recovery walks, sporting activities, fishing trips, crown green bowling, snooker, ladies pamper sessions, baking and many other pursuits.</b></p> <ul style="list-style-type: none"> <li>• To provide support and assistance to the Recovery Coach as required</li> <li>• Supervise the group in the event of the Recovery Coach leaving the work area</li> <li>• Act as an Ambassador for ACHIEVE with NERAF</li> <li>• To ensure smooth and positive running of groups; creating a warm, safe and inviting environment</li> <li>• Encourage group members to work towards individual recovery</li> <li>• Promote self-help and mutual aid</li> </ul>
<p><b>Main activities and tasks</b></p>	<ul style="list-style-type: none"> <li>• Identify and report any Safeguarding issues to the Recovery Coach</li> <li>• Organise Refreshments for the group</li> <li>• Observe all Health &amp; Safety Regulations &amp; Protocols</li> <li>• Observe and enforce Group Rules</li> <li>• Facilitate group activities or events</li> <li>• Promote ACHIEVE with NERAF</li> <li>• Maintenance of a clean and tidy environment in all venues</li> <li>• Challenging negative behaviour</li> <li>• Engage with the clients in a positive and supportive manner</li> <li>• Manage conflict within the groups</li> <li>• Complete and maintain all records and documentation</li> <li>• Observe and maintain all aspects of confidentiality</li> <li>• Provide a warm welcome and friendly helpful attitude</li> <li>• Support and uphold the principles contained in the Equality &amp; Diversity Policy</li> <li>• Attend supervision and appropriate internal and</li> </ul>

	<p>external training courses relevant to the role</p> <ul style="list-style-type: none"> <li>• Inform staff at least a week in advance of planned/authorised absence</li> <li>• external training courses relevant to the role</li> <li>• Inform staff at least a week in advance of planned/authorised absence</li> </ul>
<b>Quality, skills and experience required</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Reliability</li> <li>• Patience</li> <li>• Effective communication within the group</li> <li>• A basic knowledge/understanding of Substance Misuse Issues</li> </ul> <p><b>Misuse Issues</b></p> <ul style="list-style-type: none"> <li>• Good Interpersonal Skills</li> <li>• Discretion</li> <li>• Listening Skills</li> <li>• Resilience</li> <li>• Non-Judgemental</li> <li>•</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous experience of voluntary work</li> <li>• Good sense of humour</li> <li>• Own transport</li> </ul>
<b>Training provision</b>	<ul style="list-style-type: none"> <li>• Comprehensive Induction</li> <li>• Safeguarding</li> <li>• Relevant internal and external training as required for the role</li> <li>• Equal Ops training</li> </ul>
<b>Location</b>	North East England
<b>Quality Assurance</b>	ACHIEVE with NERAF aim to offer a quality service at all times and are committed to promoting continual improvement throughout all services delivered.
<b>Expenses</b>	<ul style="list-style-type: none"> <li>• Volunteers will be paid the cost of their journey from home to centre/project, either bus fares or rates per mile as appropriate.</li> <li>• If volunteers work over an agreed amount of hours they may be able to claim a set amount towards Lunch</li> <li>• Any costs incurred while performing duties</li> </ul>
<b>Supervisor/Point of Contact</b>	<ul style="list-style-type: none"> <li>• Volunteer Co-ordinator</li> <li>• Base Manager</li> <li>• Director</li> </ul>
<b>Support and supervision</b>	Regular and ongoing support and supervision will be provided to motivate and support Volunteers to enhance their role and to assist them to deliver quality services, enabling them to make a continuing and effective contribution to the success of the organisation and to their own continuing personal development