

## Scottish Recovery Network Network Officer

### Job Description

<b>Location</b>	Home or office based. If home based, regular attendance at team meetings/supervision in office based in central Glasgow will be required.
<b>Accountable to</b>	Assistant Director
<b>Salary</b>	<b>£27,666 - £31,145 full time equivalent</b>
<b>Conditions<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Full time (37.5 hours). Willing to consider alternative working hours</li> <li>• Evening and weekend working may be required as will travel throughout Scotland</li> <li>• 33 days annual leave</li> <li>• Contributory money purchase pension scheme available</li> </ul>
<b>Purpose</b>	To support the work of the Scottish Recovery Network, both locally and nationally, and to work with colleagues towards achieving the Network's aims and objectives.
<b>Key duties and responsibilities</b>	<p>As a self-starter the postholder will seek out and create opportunities to work with others to promote, identify and support recovery approaches and contribute to the delivery of Scottish Recovery Network's strategic and operational plans.</p> <p>The postholder will combine work at local and national levels. They will be responsible for establishing relationships and identifying opportunities to support mental health recovery approaches at a local level within in a defined</p>

<sup>1</sup> SRN is hosted by Penumbra which is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland SRN. We therefore comply with Penumbra's policies and procedures and financial management systems and staff are subject to their terms and conditions.

geographical area. The post also requires work with colleagues and external partners to support projects at a regional and national level.

Key responsibilities of the post include:

- Establishing relationships with local third sector, health and social care organisations and lived experience in a defined geographical area
- Planning and delivering events and meetings to create opportunities for partnerships and collaborations which further Scottish Recovery Network's mission
- Developing and delivering collaborative projects which promote and support recovery approaches
- Promoting and facilitating the use and adaptation of Scottish Recovery Network resources and materials to promote and support recovery activity and practice
- Working with colleagues and external partners to develop new Scottish Recovery Network resources and materials
- Regular public speaking to/with a variety of audiences including lived experience, community and professional.
- Seeking out examples of mental health recovery practices and innovations and highlighting them through Scottish Recovery Network communications channels and other dissemination routes
- Representing Scottish Recovery Network at all levels within the locality and occasionally at a national level
- Supporting and sharing duties with Network Officer colleagues as required to deliver the organisations operational plan
- Identifying opportunities for research and evaluation of local recovery innovations

	<ul style="list-style-type: none"> <li>• Reporting on progress against objectives including preparation of quarterly reports on progress for review with the Assistant Director</li> <li>• Undertake such other duties as may be required by the Assistant Director</li> </ul>
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## Person Specification

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ordinary degree or equivalent</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of developing and managing dynamic projects</li> <li>• Experience of facilitating groups or training</li> <li>• Experience of planning and delivering events, workshops and other meetings</li> <li>• Knowledge of mental health recovery and the recovery approach</li> <li>• Experience of health, social care, disability or rights related field</li> <li>• Understanding of the mental health landscape in Scotland at local and national level.</li> <li>• Understanding of and commitment to working with lived experience</li> <li>• Knowledge and experience of community development approaches</li> <li>• Experience of preparing reports and briefings for a range of audiences</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Lived experience of recovery</li> <li>• Experience of developing learning resources</li> </ul>
<b>Core Competency – Working with Others</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrates good team working within the organisation and with external partners.</li> </ul>

	<ul style="list-style-type: none"> <li>• Is skilled in bringing together a range of organisations and individuals with differing corporate objectives to recognise, design and deliver sustainable mental health recovery</li> <li>• Demonstrates a proactive approach to equality and diversity, dignity and respect in all aspects of their interactions</li> <li>• Demonstrates good negotiating and social skills</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Excellent attending and listening skills</li> <li>• Political skills: social astuteness, interpersonal influence, networking ability and apparent sincerity</li> </ul>
<p><b>Core Competency – Learn and Apply</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for their own continuous professional development</li> <li>• Identifies opportunities to share new learning to develop the organisation and meet the strategic objectives</li> <li>• Demonstrates an understanding of reflective practice</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Evidence of change as a result of reflective practice</li> <li>• Evidence of academic or experiential learning and achievement</li> </ul>
<p><b>Core Competency – Communication</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of public speaking and facilitation in a range of environments and audiences</li> <li>• Is skilled at producing structured, accurate and concise written reports that inform and persuade others to take action</li> <li>• Is skilled at explaining complex information concisely, clearly and accurately to inform and persuade others to take action</li> <li>• Is skilled at creating an environment where individuals are comfortable to express and constructively debate their opinions openly</li> <li>• Ensures a high level of two-way communication with all stakeholders</li> </ul>

	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Demonstrates skills to influence the pace and direction of change with resource holders, political influencers and planners</li> </ul>
<p><b>Core Competency – Managing Self</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Can sustain a positive outlook whilst developing solutions to overcome challenges</li> <li>• Understands change mechanisms within the external and internal environment</li> <li>• Manages own work life balance and assists other to do the same as appropriate</li> <li>• Manages own stress by employing appropriate coping strategies and assists other to do the same as appropriate</li> </ul>
<p><b>Core Competency – Professionalism</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Actively contributes to a culture underpinned by the organisation’s core values</li> <li>• Is able to consider the underlying challenges, tensions and opportunities affecting Scottish Recovery Network</li> <li>• Actively supports a culture in which personal integrity thrives within the team</li> <li>• Develops clear, realistic, timely plans to produce desired results and ensures that action is taken to deal with any changes as they arise</li> <li>• Reviews best practice to ensure continual quality improvement</li> <li>• Demonstrates an ability to capitalise on challenges and opportunities</li> </ul>
<p><b>Role Specific Competencies</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Well organised with good administration skills and ability to prioritise work</li> <li>• Analytical thinker with the ability to manage a range of different projects, reviewing progress towards goals in order to meet planning objectives</li> </ul> <p><b>Desirable</b></p>

	<ul style="list-style-type: none"><li>• Experience of managing complex projects with competing priorities</li><li>• Experience of managing devolved budgets</li></ul>
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