**Role description**

**ASSOCIATE FACILITATOR**

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| Title  | Associate Facilitator    |
| JRC contact | Recovery Lead / Service Manager   |
| Hours  | As per Assignment Letter.      |
| Contract type  | Self-employed contractor   |
| Fees | Total fees based on a rate of £15.40 per hour   |
| Key responsibilities  | * Co-produce, design and deliver courses.
* Classroom management.
* Work within the spirit of co-production in all aspects of the role.
* Promote and deliver principles of recovery in all you do.
* Manage your own wellbeing.

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| Relevant duties(depending on scope of Assignment)   | **Co-produce, design and deliver a range of courses** * To work alongside a range of partners to develop and deliver Jersey Recovery College Community and/or Mental Health at Work (MHAW) courses.
* Create and maintain lesson plans/written training support material.
* Use lived / learned experience to benefit the students within the classrooms.
* Work with those responsible for approving courses to ensure course materials are in line with College’s quality assurance standards, including updating any relevant statistics.
* Utilise coaching approach within the classroom.

 **Classroom management** * Organise all tools and materials required (including IT support) ahead of workshops.
* Manage classroom dynamics ensuring every student gets the most they can from each course.
* Identify students’ needs and implement support needed to complete courses.
* Manage challenging situations in a compassionate and assertive way.
* Identify risk and work to risk strategy – communicating with designated parties.

 **Work within the spirit of co-production in all aspects of the role** * Bring energy and positivity to working within the co-production model.

 **Administration** * Adhere to Associate Consultancy Agreement.
* Use emails to communicate with team and to stay abridge of assignment  meetings
* Use computer programmes such as Microsoft Word and PowerPoint to aid course design and delivery

 **Promote and deliver principles of recovery in all you do** * Provide a positive role model and inspire hope.
* Respect individuality, diversity and ethics of students.
* Promote recovery-based language.
* Adhere with JRC’s Code of Conduct.

   **Manage your wellbeing** * Manage own programme of learning and development.
* Actively manage your own wellbeing.
* Set personal boundaries around sharing your story and keep to them.
* Set professional boundaries with students and keep to them.

 **Other** * To positively represent and endorse Jersey Recovery College at all times.
* To ensure all duties are carried out in line with Jersey Recovery College policies and processes.
* Attend compulsory training.
* Be punctual and reliable.

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| Required skills / attributes  | * Passion for our service and our cause.
* Lived experience of mental illness and recovery are essential to the Peer side of this role and Peer Facilitators must be willing to share parts of their recovery journey to benefit our students. Facilitators must be at a stage in their own recovery where this is a safe, meaningful and appropriate possibility for them.
* A solid understanding of recovery in mental health and commitment to working within a recovery-focused framework.
* An understanding of the principles of co-production.
* A training/teaching qualification is desirable but not essential if you have enthusiasm and aptitude for training.
* Excellent people skills are essential.
* Self-awareness, empathy and compassion are required.
* Strong administrative and organisational skills.
* Working knowledge of Microsoft Outlook, Excel, Word, PowerPoint, SharePoint are desirable.
* Ability to work on your own and as part of a team.

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