



Job Description

Job Title: AiR Community Coordinator

Duration: 12 months fixed term contract in the first instance

Hours of Work: Full-time / flexible hours – job share applications welcomed

Responsible To: AiR trustees

Salary: £28,128 – £30,637 WTE

Responsible For: Effective operational running of AiR and ensuring AiR delivers on its agreed purpose

Purpose of Post:

The post holder will play a key role in ensuring AiR achieves its purpose to be a sustainable and empowered recovery community which provides opportunity, support and inspiration to people, families and communities affected by alcohol and drugs in Aberdeen and surrounding areas. This will involve overseeing all aspects of the operational running of AiR, reporting and liaising with funders and board on progress/challenges on delivering the agreed priorities.

Main Duties & Responsibilities:

In accordance with AiR Policies and Procedures, following all legal and contractual obligations, the following is not an exhaustive list of duties but an overview of the work required:

- To enable delivery of AiR activities in line with funding agreements, legislative requirements and best practice
- To lead the flourishing of AiR as a community of people at various stages of recovery from substance use issues through the co-creation of appropriate groups and programs led by people with lived experience
- To support, supervise and develop the staff team and volunteers within AiR
- To report and liaise with funders and the board and to ensuring AiR is meeting it's agreed funding obligations
- To empower the lived experience community to speak up and take a lead role in shaping of local alcohol and drug services

Person Specification

	Essential	Desirable
1.Experience		
Supporting people and/or families who have substance use challenges	X	
Coaching, supervising, leading and/or coordinating a team of staff and/or volunteers	X	
Communicating effectively with diverse groups of people	X	
Establishing and developing effective networks (both formal and informal)	X	
Advocacy		X
Lived Experience of substance use and recovery (either self or family) with ability to demonstrate strong/balanced recovery capital	X	
Experience of involvement in projects/activities to benefit the community		X
Experienced in delivery of projects	X	
Experience of managing budgets		X
2.Knowledge		
Drug and alcohol services and supports	X	
An understanding of different models of recovery	X	
Trauma informed approach to working with people	X	
Safe-guarding both children and vulnerable adults	X	
3. Skills and abilities		
Strong interpersonal skills - to persuade, negotiate, compromise with stakeholders - in the interest of AiR objectives and deliverables	X	
Presenting ideas and reports both verbally and in writing	X	
Identifying and developing talent from within AiR and creating an environment which enables learning and development	X	
Solutions focused approach to overcoming challenges innovatively and inclusively	X	
Competence in using ICT, particularly Microsoft packages.	X	
Outcome focused evaluation		X

	Essential	Desirable
4. Personal Values and Qualities		
Highly motivated and driven to make AiR as a lived experience recovery community succeed	X	
A strengths based leader who is a good role model and inspires others to succeed	X	
Passionate about destigmatising people and families who experience substance use/mental health issues	X	
Ability to be flexible to adapt to new challenges, situations and feedback	X	
Resilient with a commitment to prioritise own wellbeing and professional development	X	
High levels of personal and professional integrity	X	
5. Professional/Educational Qualifications		
Qualification in drugs/alcohol or related field		X
Informal courses/learning in the drugs/alcohol or related field	X	
Willing to work towards a qualification in social care or leadership or any other relevant qualification as part of Continuing Professional Development	X	
6. Additional job-related requirements		
Flexible working which may include evening and occasional weekend work	X	
PVG registration	X	
Driving licence and access to car		X

Application forms can be downloaded [here](#) and should be returned to HR@alcoholanddrugsaction.org.uk no later than:
5pm Thursday, 30th June 2022