

Job Title: Recovery Hub Coordinator

Department:	Health and community services	
Section:	Mental health	
Reports to:	Team Manager- Rehabilitation	
JE Ref:	HCJ1364.1	
Grade:	CS08	JE Date: 16/06/2025

Job purpose

The Recovery Hub Coordinator works within a multi-disciplinary mental health team supporting people with mental health issues within community settings, by coordinating and developing the mental health Recovery Hub offer. The role contributes to the planning and delivery of care (including group interventions) and provides high quality support that is person centred and recovery focused, based on effective partnerships and co-facilitation.

This is a coordination role with responsibilities for the administration, organisation and smooth running of the Hub. The role will require effective partnerships with both internal and external agencies. The post holder will plan, organise, oversee and co-facilitate a range of group interventions. The Recovery Hub Coordinator will also provide development and supervision for a group of Peer Support staff.

Job specific outcomes

- Coordinate and implement a range of groups / support interventions and programmes of activity that benefit the wellbeing of individuals with mental health conditions. Work with individuals and their carers / support systems to develop and deliver a holistic, person centred, goal focused co facilitated Recovery Hub programmes.
- Facilitate the development, implementation and valuation of groups / activities / programmes within the Recovery Hub to support service users' recovery. Ensure appropriate use and maintenance of physical assets and equipment.
- Support service users whilst they are engaging with social or therapeutic groups, working with them to overcome boundaries that might prevent them from attending and promoting self-management and skills development

- Actively participate in the review of care & support plans at agreed frequency, ensuring the involvement of the person and their carer's. Be aware of risk management strategies in both group / activity delivery and an individual's care plan and ensure that these are implemented, updating line manager / supervisor with any concerns. Ensuring written documentation is to a high standard and completed in line with agreed professional & policy standards.
- Support effective partnership arrangements with both internal and external partners in the development and delivery of the Recovery by using health improvement information and interventions to support people to live healthy lives which will have a direct impact on their health and wellbeing
- Ensure and support the training and supervision of the peer support staff, mental health staff and trainees working within the recovery hub. Understand and demonstrate active awareness of issues around safeguarding of vulnerable adults and children in line with H&SS policy
- Manage own time / workload, with support from supervisor and manager, responding to urgent situations and obtaining support when required
- Assist in the completion of relevant assessments and paperwork required for financial or funding processes, ensuring compliance with relevant procedures and maintaining a balanced budget for the Recovery Hub
- Participate in and contribute to the island wide Peer Support Network, working effectively across agencies

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart

Managerial Line

Executive Director of Mental Health, Adult Social Care and Community



General Manager, Adult Mental Health CS14



Head of Rehabilitation Services CS13



Team Manager – Rehabilitation Service CS12



Recovery Hub Coordinator



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Completion of Peer Support training- Imroc National training 60 credits at Level 4 in a health or social care related field or equivalent	QCF Level 3 in medication administration Willingness to undertake Level 5 Diploma in Leadership & Management for adult care
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Understanding of the principles of peer support, person centred care, and how to implement this in practice Understanding of the principles of a recovery model and how to use this in practice Willingness to undertake any training required to meet the needs of the service Understanding of the signs & symptoms of mental illness, and the potential effects of these	Clear understanding of the process of clinical risk assessment and risk management planning
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Ability to organise and prioritise workload, effectively manage competing demands, safely undertake lone working, and to know when to seek advice & support. Understanding and experience of the use of group work and recovery activities, and the ability to plan / organise/ lead /	Full clean driving licence

	develop group interventions	
General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i>	<p>Ability to build effective relationships with service users & carers, and a clear understanding of professional boundaries</p> <p>Ability to coordinate the work of others and work effectively as a member of a team, utilising own lived experience and peer support training</p> <p>Willingness to train and support others to enhance their development</p> <p>High standard of verbal & written literacy & numeracy</p> <p>Good IT and computer skills</p>	
Experience <p>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>3 years minimum experience in working in a peer support / recovery focused role with people with mental health needs / mental ill health (including dementia)</p> <p>Experience of effectively managing / coordinating the work of other peer support workers or equivalent, and managing own workload (under supervision) Experience of working across several agencies and actively engaging with these to access care & support for service users</p> <p>Experience of supervising / teaching / training others</p>	<p>Experience of care coordination / key working in practice</p> <p>Experience of undertaking assessment of needs and co-producing a plan of care to meet these, supported as appropriate by a registered professional</p>

Personal Attributes

- Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.