

Job Title	Franchise Facilitator (The Life Course)	Salary Grading:	Occupational Requirements:	Status:	Work pattern:	DBS Requirement:
Reports to	Life Recovery Manager	Ministry Support T6.2 – T6.8	Active Christian Faith	Permanent	Part-time, 15 hours/week	Basic check
Job purpose	To see the Life Course brought to market so that charities and organisations throughout the UK can be better support clients with life skills to help them sustain their recovery, becoming role models in their own communities. We aim to promote the work of Life Recovery within the recovery community so that it is synonymous with dynamic, professional and inspirational resources that reflect not only the values of inHope, and Life recovery Staff, but also of our Christian ethos and beliefs.					
Key Responsibilities		Experiences and Qualifications		Job Dimension		
<p>Marketing and Admin Delivery:</p> <ul style="list-style-type: none"> ○ Support the Life Recovery Manager in delivery of Franchise objectives. ○ Publication management of materials. ○ Marketing the Life Course. ○ Development of contacts and cultivating sign ups. ○ Tracking, collecting and reporting course use and IMPACT data. ○ Training Event management. ○ Communications and Web Site content responsibility. ○ Liaising with Life Course Lead and wider team around planning of hubs and training content. ○ Tracking Payments and Subscriptions. ○ Validating Franchise Partner documentation. ○ Organizing travel, hospitality and facility hire where needed. ○ Occasional requirement for some travel out of Bristol for meetings and marketing. ○ Work with volunteers where appropriate. <p>Support Life Course</p> <ul style="list-style-type: none"> ○ Admin Support for the Life Course team where needed. <p>General Duties</p> <ul style="list-style-type: none"> ○ To support other inHope activities as appropriate including promotion of the charity's work. ○ Prayer and work within healthy life boundaries. ○ Christian pastoral care for colleagues within inHope. 		<p>Person Statement</p> <p>A reliable person with the ability to prioritise, network, be persuasive, organize and have an eye for an opportunity. A strong advocate for one way, of many, to support people. A sense of call and compassion to see people supported in recovery, and enable others to do so also.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ○ Experience of working in a setting where a product has been developed, promoted and marketed. ○ Experience in networking and capturing opportunities to recruit people and organisations, moving people from interested to 'signed up'. ○ Experience in organising events / people / managing volunteers. ○ Excellent interpersonal and networking skills and clear communicator with clear verbal and written communication skills. ○ Ability to plan and prioritize own workload effectively. ○ Skilled in the use of Windows based IT tools. ○ Committed to personal development re. work skills and Emotional and Spiritual well-being. ○ Maths and English to GCSE Grade B or equivalent and completed their secondary education. <p>Desirable</p> <ul style="list-style-type: none"> ○ Knowledge / appreciation of addiction and mental health recovery, and supporting people through change. ○ Full Driving license. ○ First Aid and Mental Health First Aid trained. 		<p>Team</p> <p>The Life Recovery team operates in a predominately client facing role and are also a key connecting point with other recovery and supporting agencies, and churches. Team dynamics are valued highly as we present a model of healthy relationships to the clients we are in contact with.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ○ Line managed by the Life Recovery Manager with regular review meetings to communicate on activities and progress against planned objectives. ○ To appropriately support the Life Course Lead and the Life Course Group Facilitator in their respective roles. ○ To work in partnership with volunteers and peers, and the Volunteer Manager. ○ To work collaboratively with the Fundraising and Communications team, the Finance and Operations team and the CEO. ○ To maintain effective working with external partners and agencies. ○ A fully participative member of the staff team attending staff meetings, prayer and worship times and training activities. ○ To positively engage with personal and team external supervision and appropriate external training. ○ To build good and supportive working relationships with the whole staff team. 		