



Active
Lancashire

Role profile

Active Recovery Support Mentor



Role profile

Post

Active Recovery Support Mentor West Lancashire

Salary

Real Living Wage £13.45 per hour

Location

Skelmersdale, West Lancashire

Reporting to

Area Project Lead

Contract

10hrs/wk, fixed-term until 30.04.28

Benefits

5.6 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave; regular wellbeing activities, team development activities; A commitment to your professional development.

About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and strive to improve

Influencing change



Inspire others to change behaviours and improve lives

Passion



We are passionate about what we do and care how we do it

People first



People are at heart of everything we do

The role

To work as part of the Active Recovery Programme team to help people in recovery from substance misuse, mental health issues to lead healthier lifestyles, build their resilience and ultimately to improve their prospects through sport and Physical activities. Key responsibilities are engaging new participants in activities. Motivating/mentoring them in the community to raise Active Recovery's awareness and gain referrals. This includes working with the Area Project Leads and wider Team to deliver activities in an effective and efficient manner.

The role requests the ability to work a flexible working week to meet the needs of the people and the team. We offer activities that are created based on consultation with our participants and partners. This means being available at weekends and in the evening to support the team.

To work closely with other partners and to signpost participants to other organisations that will meet individual's needs. Safeguarding is an important part of the role and communicating any problems immediately through our Welfare portal.

Working with the Research and Insight Officer to ensure all information has been gathered and input on the Active Recovery Portal for the accurate completion of evaluation paperwork, quarterly reports and outcome measures. To be creative and develop new ideas of delivering and engaging to improve the Active Recovery Programme.

As our Active Recovery pathway is designed to help people engaged in the Programme move into voluntary and paid employment, we always welcome applications from our current volunteers. Must be registered on the volunteers portal.

Please note: An Enhanced DBS will be required for this role and conviction disclosures will be risk assessed by our Safeguarding and HR team.

Responsibilities

Mentoring Participants and Volunteers

- Engage new participants, arrange suitable activities and motivate them to attend regularly
- visit recovery homes, CGL to promote the sessions
- Mentor participants on an on-going basis and support them on their personal development journey.
- Support volunteers and their training and ensure accurate recording of training and volunteer hours.
- Deliver activities, ensuring they are delivered in a risk-managed and safe environment.

Collecting and Recording Data for Evaluation

- Input information on the Active Recovery Portal in terms of participant information and attendance as required for the project's outputs and outcomes
- Ensure deadlines are met for providing report data and information for case studies.
- Support the collection of data/ information from participants / volunteers through use of focus groups/ social media/ surveys etc

Partnership Working and Networking

- Build close relationships with key partners
- Build wider networks and source additional support in your geographic area.
- Arrange activities and represent your project and Active Lancashire at local partner networks
- Support your Project Lead with promotional events and contribute to publicising Active Lancashire & Active Recovery Programme.

Organisation / Communication

- Ensure good communication between participants, partners and Active Lancashire
- Communicate effectively with other members of the Active Lancashire team
- Regularly update your Project Lead and work well with the Active Recovery team, sharing good practice
- Attend monthly Active Recover & Active Lancashire team meetings & Team Development Days.
- Ensure Active Recovery timetable is regularly updated

Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
Qualifications and training	
Trauma-Informed Training	D
Valid Driving licence	D
Boundaries Training	D
Safeguarding Training	D
First Aid Training	D
Experience	
Partnership working, building relationships and networking	D
Supporting people from disadvantaged groups to work through their barriers	E
Able to demonstrate working with volunteers, or at least an understanding of the needs of volunteers.	E
Team-working and how to communicate effectively in a team.	E
Have lived experience of either:- substance misuse, mental health issues, the Criminal Justice System	E
Skills, knowledge and attributes	
Excellent mentoring skills and ability to support people in building resilience and confidence	E
Ability to communicate with people at all levels	E
Compassion and an understanding of individuals in recovery	E
Ability to adhere to Active Lancashire's values	E
Trauma- Informed - or willingness to undertake training	E
Proficient IT skills	E
Enhanced DBS	E



Location

Skelmersdale, West Lancashire

Application process

To apply, please submit an expression of interest statement outlining why you are interested in the role and how your skills and experience would enable you to effectively support the project, to jobs@activelancashire.org.uk or apply via the website at www.activelancashire.org.uk

If you would like an informal discussion about the role, please contact Claire Yates, Active Recovery Project Lead CGL (Central) at cyates@activelancashire.org.uk

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy | Active Lancashire](#)

Closing date

N/A

First stage interviews

N/A

If you have not heard from us 3 weeks after submission, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

