



## Job Description and Person Specification

Hello.

Thanks for showing an interest in this role.

We understand that the job description may sound complicated as it is a broad overview of the work. The day-to-day work is fun and enjoyable working with a great supportive team. [About Us | The SUN Network](#)

We have tried to explain any jargon or uncommon words. If there is anything you don't understand, Lois is happy to explain.

We are happy to chat about what the day-to-day work entails. Please contact Lois at [lois.sidney@sunnetwork.org.uk](mailto:lois.sidney@sunnetwork.org.uk) if you want to hear more or have any questions.

<b>Post</b>	Co-production Facilitator – Drugs and Alcohol
<b>Location</b>	Hybrid. Main office is in Huntingdon - potential for county wide travel Predominant place of work - Peterborough
<b>Line Manager</b>	Executive Director – Lois Sidney
<b>Hours</b>	15 hours (either 2 x 7.5-hour days or 3 x 5-hour days)
<b>Salary</b>	£24,753 pro rata (actual salary - £9,901 per annum)
<b>Main Objective</b>	To support the work of engaging adults who use drug and alcohol services, in the planning, design and evaluation of the services they use.

### The SUN Network values

These 5 values have been chosen for us by local people who have needed the support of mental health or drug and alcohol services.

The SUN Network Cambridgeshire and Peterborough  
The Maple Centre: 6 Oak Drive, Huntingdon, Cambridgeshire,  
PE29 7HN

[www.sunnetwork.org.uk](http://www.sunnetwork.org.uk)

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**Empathy**

**Honesty**

**Inclusion**

**Working  
Together**

**Personalisation**

### **Overview of the work:**

The purpose of the work is to support Public Health in meeting its legal obligations to involve service users to help shape the drug and alcohol services it delivers/commissions. This will be achieved by working collaboratively with commissioners, service providers, and services users and carers to ensure that service users are having an effective voice and meaningful involvement and co-production opportunities in the commissioning and designing of drug and alcohol services across Peterborough. There will be inevitable cross-over with mental health support services along with homelessness, domestic abuse and multiply disadvantaged support services. (multiply disadvantaged refers to people who experience several disadvantages together such as drug and alcohol addiction, involvement with the criminal justice system, homelessness, mental health challenges or domestic abuse.)

There will be a need to ensure that people from all parts of the county have an equal opportunity to be involved. The project will be flexible and responsive to individual service user needs and be able to reflect their cultural, communication, and accessibility needs.



Links with existing user forums and services will be essential but work with other groups will need to be developed. Because the project has to be responsive to service user needs, as well as system progress the activities will change over time.

**It is anticipated that this work will be carried out in a collaborative and co-produced way.**

<b>Specific Duties and Responsibilities</b>
To engage adults who use Drug and Alcohol services in the design, delivery and evaluation of the services that they use.
To support The SUN Network team in engagement of adults who use mental health services in the design, delivery and evaluation of the services that they use.
To promote engagement of people who use the service, within all statutory and voluntary mental health services across Peterborough.
To help provide opportunities to people who use drug and alcohol services, in order to help empower them to have their voice.
To help provide awareness, information sessions and advice to staff of drug and alcohol services, in how to support people who use their services to have a voice.
To work with voluntary organisations to help support engagement within their services.
To undertake consultations with people who use drug and alcohol or mental health services, as required by the commissioners.
To produce objective written reports detailing findings from consultations, as and when required.
To facilitate and mediate between people who use drug and alcohol services, commissioners and service providers to promote good working relationships between all parties.
Support the team in the mental health engagement strategy.
Support the implementation of the Co-occurring conditions strategy across Cambridgeshire/Peterborough (co-occurring means the person has drugs/alcohol and mental health challenges)
Form positive working relationships with service users, service providers, commissioners and stakeholders.
Attend services, groups, inpatient wards, hostels, shelters, CPFT and third sector to obtain feedback about services and identify gaps/barriers to accessing services.
Represent service users at strategic meetings to ensure that <b>their</b> voice is heard by service providers and commissioners
Design and promote ongoing social media campaigns and online presence including the website, Twitter, Instagram and Facebook, targeting functioning substance misusers and those in recovery, and also promote nationwide campaigns around substance misuse. (e.g. Sober October)
Be aware of and promote all new services, service changes and events/workshops/training within the field of drugs and alcohol or co-occurring conditions.



Ensure non-service users are aware of and signposted to support and information services for drug and alcohol and mental health.
Be aware of and promote updates and changes to governance, policy and local services with regards to co-occurring conditions.
To help identify barriers to services for seldom heard groups and work with organisations to address those barriers.
To participate in and complete all training relevant to the delivery of the service.
To participate in clinical and/or line management supervision.
To participate in the lone worker duty system.
To undertake all other duties commensurate with the role description.
Commit to personal and professional development outlined in supervision.
To maintain standards of care regarding health and safety, equal opportunities, confidentiality, individual and personal choice.
<p><b>Honesty</b></p> <ul style="list-style-type: none"> <li>• Be open and transparent within your work</li> <li>• Maintain consistent and clear boundaries within your work and between work and home life</li> <li>• Be open and responsive to hearing about substance misuse and mental health challenges and challenge any stigma</li> </ul>
<p><b>Personalisation</b></p> <ul style="list-style-type: none"> <li>• Be respectful of everyone you encounter within your working day, and treat everyone as an individual</li> <li>• Be fully conversant with and adhere to The SUN Network Diversity policy</li> </ul>
<p><b>Inclusion</b></p> <ul style="list-style-type: none"> <li>• Ensure that you work inclusively and that engagement opportunities are offered in a way that enables everyone to access them</li> <li>• Understand the logistical, physical and emotional support required for participation and aim to minimise or eradicate these barriers</li> </ul>
<p><b>Empathy</b></p> <ul style="list-style-type: none"> <li>• Work in a considered, empathic and non-judgemental manner to encourage engagement</li> <li>• Challenge stigma around substance misuse and mental health</li> <li>• Listen to service user experience in a compassionate and empathic way</li> </ul>
<p><b>Working Together</b></p> <ul style="list-style-type: none"> <li>• Where possible ensure that all work is co-produced with service users</li> <li>• Work with service users, service providers and commissioners to ensure that co-production is being promoted in an ethical and meaningful way</li> <li>• Work well as part of The SUN Network team, promoting and supporting the work, and your colleagues</li> </ul>



## Person Specification

### Co-production Facilitator

Competency	Essential	Desirable
<b>1.0 Mental Health and Drug and Alcohol Experience</b>		
1.1 An understanding of Mental health and/or drug and alcohol issues and how they affect individuals and their families	✓	
1.2 Experience of working in a mental health related field either paid or as a volunteer		✓
1.3 Experience of engaging seldom heard communities		✓
1.4 The ability to work in creative and innovative ways to engage people who use mental health services		✓
1.5 Ability to engage in individual and group supervision and line management		✓
1.6 Ability to reflect on own practice		✓
1.7 A comprehensive understanding of Boundaries, Risk assessment, and Safeguarding of vulnerable adults and Child protection		✓
1.8 Lived experience of mental health or drug and alcohol challenges		✓
<b>2.0 Education and Life Skills</b>		
2.1 Be educated/trained in a relevant field and have evidence of continued professional development		✓
2.2 Ability to link training with practice		✓
2.3 Have excellent communication and negotiation skills		✓
2.4 A positive can-do approach, resilient with a sense of humour	✓	
2.5 A team player with the ability to work independently but flexibly	✓	
<b>3.0 Organisational Skills</b>		
3.1 Ability to organise varied priorities and tasks related to both practice and administration		✓
3.2 computer literate inc: writing reports, emails, use of Excel, Powerpoint, social networking and managing websites	✓	

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3.3 Ability to develop positive relationships and effective networking with mental health and drug and alcohol organisations		✓
3.4 Ability to organise events and speak in public before a varied group of people		✓
<b>4.0 Social Inclusion</b>		
4.1 Ability to network with isolated groups within the community		✓
4.2 Be able to ensure that services do not marginalise or contribute to the stigma and discrimination of people with mental health and/or drug and alcohol needs. To have the confidence to challenge in cases where this is apparent		✓
<b>5.0 General</b>		
5.1 Comprehensive understanding of Equal Opportunities and Diversity		✓
5.2 Be able to recognise when you need to ask for help		✓
5.3 Car driver – must be willing to use own car to travel across Cambridgeshire and when required transport people who use services. (Business use on car insurance)	✓	
5.4 Ability to make visits to people's homes and/or community venues.	✓	

**This post is subject to a satisfactory enhanced DBS clearance.** (Please do not be put off by the DBS check. Not everything that comes up on a DBS check prevents you from being successful in the role)

Please contact [lois.sidney@sunnetwork.org.uk](mailto:lois.sidney@sunnetwork.org.uk) for an application form or an informal chat.

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