

Future Focus Job Descriptions and Person Specification

Description for Future Focus mental Health Recovery Worker

Reviewed June 2026

Main terms

Role and Employer	Future Focus Recovery Worker Eastern Staffordshire Future Focus Partnership organisation: <ul style="list-style-type: none">• Burton & District Mind• Curborough Community Centre• Your Emotional Support Service
Hours:	1 X Part time, 22.5 hours per week, Monday to Friday 9am-5pm (may include occasional evenings and weekends).
Contract:	Permanent – service contracted for 3 years from 1 st April 2025 (plus 1 year and 1 year extension)
Salary:	£15,970.50 part time per annum
Responsible to:	Future Focus Team Leader
Responsible for:	Community Volunteers as required.
Liaise with	Team Members, Future Focus Team Members, Community volunteers, Mental Health Practitioners from MPFT, voluntary sector partners, communication support, people with mental health problems and their carers, other local mental health providers, external charities and other agencies who support people with mental health problems and the general public with need.
Based in:	Tamworth (Expectation to work from, community locations, NHS Clinics and travel across Staffordshire expected)
Annual Leave:	20 pro rata days plus bank holidays.
Pension:	Pension scheme available after probation period
Travel:	Essential: Must have full driving licence and access to a car for travel for which reimbursement of out-of-pocket expenses is available.

Background

Working as part of the Eastern Staffordshire Future Focus Mental Health Partnership, the Future Focus Recovery Worker (FFRW) role will offer a range of flexible support to

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individuals with acute mental health problems within Staffordshire. The FFRW will support an active caseload of up to 32 participants (based on WTE) provide a non-clinical, Mental Health recovery-focused community intervention which supports “gaining and retaining hope, understanding of one’s abilities and disabilities in an active life, personal autonomy, social identity, meaning and purpose in life and a positive sense of self”.

Success will be achieved through setting goals and monitoring and celebrating achievements, through one-to-one support (face to face, phone or virtual), warm introductions to other community-based services and encouraging self-care and independence, whilst escalating crisis when appropriate.

The role will also include supporting the community to be more supportive of people with mental health problems through problem solving and identifying business need.

Key functions of post

Please note: these functions may evolve as the service is implemented. This will be done in consultation with the appointed persons.

1. In partnership with the MPFT Mental Health Integrated Neighbourhood Teams, be responsible for an agreed caseload of service participants who have acute mental health needs across an agreed service area.
2. To actively listen and understand the needs of participants which results in the coproduction of a Recovery Plan with reference to the agreed MPFT Care Plan and with use of the Future Focus Outcomes.
3. Provide support though one to ones and group working towards goals noted by the Future Focus Outcomes, in-house training and with reference to the Living Operations Manual.
4. To make use of the ICT systems available from Partners, and MPFT, such as RIO.
5. To support the participant in implementing social interventions to reduce the wider determinants of mental health problems which will include warm introductions.
6. To signpost, refer and provide warm introductions resulting in the participant receiving support from appropriate services and projects within the organisation, the partnership and external agencies.
7. To provide mental health self-help advice to participants including advice on wellbeing, sleep, diet, physical activity, interpersonal skills and employment/ education.
8. To support community groups and services to be accessible to people with mental health problems.
9. To reflect and share experiences and learning within the team as part of regular team meetings.
10. To build and maintain positive relationships with healthcare providers, charities and other agencies that contribute to the wellbeing of people with mental health problems.
11. To complete all administration and reporting linked to the service in a timely manner to an excellent standard including keeping a record of meeting dates, function, time spent, and outcomes achieved.
12. To undergo any training relevant to the role either internally or externally. This will include training in the induction by the partnership organisations and MPFT.

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13. To uphold data protection, professional standards and safeguarding policies and report illegal activity as required and informed by training and policy.
14. Attend regular one to one supervision with the appointed line manager reporting on all areas of responsibility.
15. Undertake any other duties as delegated, which are deemed appropriate within the pay scale and responsibilities of the post and following consultation.

Person Specification

Qualifying Criteria

1. Enhanced DBS, with no offenses listed for a minimum of 12 months.
2. Two (2) references outlining ability to work with vulnerable people.
3. Clean driving licence, use of a car and knowledge of Staffordshire's transport links.

Experience & Qualifications

4. 6 months minimum experience of supporting with people with mental health experience to recovery – this can include personal lived experience, as a carer of a person of mental health problems or working or volunteering for mental health services.
5. Understand and speak English – qualified at GCSE C or above.
6. Recognised Level 2 qualification Mental Health Awareness or equivalent qualifications or training.
7. ICT skills at minimum of Lv2 and experience of working with MS Office.
8. Record of continuous practice development, and willingness to build on this.

Knowledge

9. Understanding of the local safeguarding policy and processes.
10. Understanding of equal opportunities and diversity policies.
11. Understanding of the role of Care Planning and Recovery ethos.
12. Understanding and ability to contribute towards suicide prevention plans.
13. Understanding of services and community assets available to participants and ability to build trusted partnerships with external providers.

Qualities

14. Ability to maintain professional conduct whilst support people with severe mental health problems, sometime with complex needs and demonstrating difficult behaviour.
15. Ability to empathise and build trusted, professional relationships with people with mental health problems.
16. Ability to identify concerning behaviour, illegal behaviour and/or abuse and able to report this in a sensitive manner to the appropriate professional, safeguarding officer/team and/or police as required.
17. Ability to reflect and respond positively to constructive criticism during one-to-one supervision and team peer sessions. Willingness to attend regular support and supervision by a suitably qualified manager/team leader.
18. Ability to manage Recovery Worker expenses budget and provide timely

monthly

expenses claims to the relevant line manager.

Skills

16. Facilitating group sessions.

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17. Motivation and negotiation skills.
18. Increase confidence, build resilience and promote independence
19. Reporting safeguarding incidents in a timely manner to high standard.
20. Evidence of working practice in identifying and understanding individual needs and translating these needs into outcomes for care planning.
21. Able to work from home and have appropriate internet access and appropriate space to allow for safe VDU use.

Desirable

22. Six months experience of working with people affected by Eating Disorders, Personality Disorders, Learning Disabilities, Substance Misuse, or other psychosocial issues such as rough sleeping/homeless, violent offending or complex needs.
23. Experience of working within recovery or rehabilitation services.
24. Knowledge of involvement and participation processes.
25. Knowledge of outcomes recovery systems – such as Wellness Recovery Action Plans, Recovery Star or Wheel of Life.
26. Previous experience of volunteer management.