



Scottish Recovery

Network

**Applicant information for the post of
Operations Manager**

Dear Applicant,

Thank you for your interest in the post of Operations Manager, Scottish Recovery Network.

Since being established in 2004, Scottish Recovery Network¹ has made a significant impact on mental health policy and practice across Scotland.

With a team of 9, Scottish Recovery Network delivers a number of exciting and innovative programmes to support recovery approaches in Scotland. The voice of people with lived experience of mental health problems has always been central to the development of our work and we take a collaborative approach bringing lived experience and other key stakeholders together.

You can find out more about Scottish Recovery Network on [our website](#)

Please note Scottish Recovery Network is hosted by Penumbra and we require all applicants to apply via the Penumbra jobs portal.

- **Closing date for applications is Friday 2 August 2024**
- **Interviews will be held on Monday 19 August 2024**

In order to assist you with your application we enclose a job description and person specification.

If you would like an informal discussion about the post please contact Louise Christie, Director at louise.christie@scottishrecovery.net

¹ Scottish Recovery Network is hosted by Penumbra which is a charity (SC010387) and a company limited by guarantee (SC091542) registered in Scotland.

About Scottish Recovery Network

Scottish Recovery Network has been promoting and supporting mental health recovery since 2004. Our [strategic plan 2021-2024](#) sets out our vision, mission, values and how we will work with others to bring about the changes needed to transform Scotland's mental health system.

Our vision

Together we can make Scotland a place where people expect mental health recovery and are supported at all stages of their recovery journey.

Our mission

To bring people, services and organisations across sectors together to create a mental health system powered by lived experience which supports everyone's recovery journey.

Our values

Compassion

We listen to, validate and support those we are working with to have a voice and to develop their capacity to engage in recovery focused change

Curiosity

We value and explore different ideas and strive to learn from others to build coalitions that bring about positive change in our communities, services and wider system

Collaboration

We bring people together to explore and develop new ways of working that value different experiences, expertise and voices, and rebalance power

Courage

We believe in the possibility of change at a personal level but also in our organisations, services and society. We embrace a willingness to be open to all voices including those we do not always understand

Our track record

Over the past 19 years there have been a wide range of activities with many successes. For example:

- Mental health recovery is accepted as a concept and reality in policy and practice
- People with lived experience of mental health problems have more opportunities to speak out and share their skills and learning
- Many services, organisations and communities have good examples of recovery focused practice
- There is a developing and growing peer workforce in mental health
- Good connections have been made with those supporting recovery in other parts of the UK, Europe and further afield

However, our engagement during 2020 on the [future of mental health recovery in Scotland](#) identified there is still a lot to do. Examples of good practice are far from universal. Mental health recovery is still not a day-to-day part of the development and delivery of mental health support.

Building on this we ran a series of conversation cafés in March and August 2022 to gather the views of those with lived experience of mental health challenges and front-line practitioners on they want from a new Scottish Government Mental Health Strategy. They identified this as a [Chance for Change](#) and told us that mental health strategy and services should be designed to ensure that:

- People expect recovery and are supported at all stages of their recovery journey
- All parts of the mental health system are equally valued
- People can access the type of support that works for them and their life when and where they need it
- Scotland is a mentally healthy society where needs related to mental health and wellbeing are acknowledged and supported
- Lived experience is genuinely valued, integrated into all parts of our system and co-production is the way of working

- Peer support and peer worker roles are a mainstream part of the mental health system

Our programme and activities are focused on working with others to bring about this change and to demonstrate the benefits of a recovery approach in mental health.

About the role

Scottish Recovery Network are seeking an experienced manager with great people and organisational skills. You will have a passion for ensuring the effective delivery of varied work programmes and projects which bring people, services and organisations across sectors together to create a mental health system powered by lived experience which supports everyone's recovery journey.

You will be committed to values-based practice, mental health recovery and excited by the opportunity to work with others to bring about much needed change in our mental health system.

Operations Manager Job Description

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| Role | Operations Manager – Scottish Recovery Network |
| Accountable to | Director |
| Location | Home based. Regular travel for work purposes and attendance at team meetings and supervision in office based in central Glasgow will be required. |
| Conditions | <ul style="list-style-type: none">• Full time post (37.5 hours per week)• Permanent contract• Annual leave total (including public holidays) of 33 days per annum rising to 38 days after 5 years' service• Contributory money purchase pension scheme available• Evening and weekend work may be required, as will some travel throughout Scotland <p>Scottish Recovery Network is hosted by Penumbra. We therefore comply with Penumbra's policies and financial management systems and staff are subject to Penumbra's terms and conditions of employment.</p> <p>Penumbra offer a range of staff benefits including flexible working, cycle to work scheme, an Employee Discount Scheme, Confidential Employee Assistance Programme and Death in Service benefits.</p> |
| Salary | £44,581 - £46,936 |
| Closing date | Friday 2 August 2024 |
| Interview date | Monday 19 August 2024 |

Key responsibilities

Programme management

- Lead the effective delivery of Scottish Recovery Network's programme including planning, delivery, monitoring and evaluation of projects which fit with our approach and values and contribute to our strategic aims
- Manage the contribution of team members and external contractors
- Ensure appropriate data recording, information gathering and reporting of activities and impacts
- Produce regular reports detailing the activities and impacts of Scottish Recovery Network's programme
- Work with colleagues to ensure that programme opportunities and impacts are communicated widely
- Contribute to financial planning and management

People management

- Lead and line manage the Projects Team comprising 2 Projects Coordinators and 2 Projects Officers
- Support Projects Team members to develop and review outcomes focused work plans which meet strategic objectives
- Contribute to and support the development of an enabling culture within the organisation
- Ensure that our organisational values and procedures are adhered to in all activities

Strategic planning

- Contribute to the development and implementation of Scottish Recovery Network's strategic plans
- Support colleagues in the development of outcomes focused programmes and projects which meet strategic objectives
- Support the Director and team to develop and implement robust evaluation processes

External relations

- Maintain awareness of local and national mental health and recovery related developments and opportunities
- Represent Scottish Recovery Network with stakeholders and at meetings and events at national and local level
- Develop and maintain positive relationships with existing and potential partners and stakeholders
- Identify and develop opportunities for collaborative projects with a range of partners across Scotland

Person specification

I am.....

Experienced in managing and overseeing a range of different projects, reviewing progress towards goals to successfully meet strategic objectives

An experienced manager who inspires, motivates and enables others to perform at their best, both individually and collectively, and in keeping with our organisational values

Committed to team working and able to lead and work with others effectively to best use available skills, knowledge and qualities

A good verbal and written communicator who can produce structured, accurate and concise plans and reports that inform and enable others to take action

A great relationship builder who can bring people from different sectors and perspectives together to recognise, design and deliver sustainable recovery approaches

Someone who recognises and values new ideas and facilitates new approaches which may depart from conventional thinking

Well-informed about mental health recovery and the recovery approach and committed to values based practice, recovery and rights

Familiar with and have experience of community development approaches

Someone who thrives in a fast-paced, changing work environment and can adapt their working approach and methods to meet strategic aims whilst maintaining organisational values and team performance

Educated to degree level or equivalent