



July 2026

1. JOB IDENTITY

Post Title:	Recovery Coordinator	Service:	Health and Social Care Partnership
Section:	Aberdeenshire Alcohol and Drugs Partnership	Grade:	Practitioner H
Reports to:	ADP Project Manager		

2. JOB PURPOSE

- The post holder will sit within the Aberdeenshire Alcohol and Drugs Partnership Support Team and will support delivery of a Human Rights Based Approach across ADP activity. The role will work alongside partners, recovery communities and people with lived and living experience to strengthen recovery connections, increase peer-led support and develop visible recovery activity across Aberdeenshire. This will include building on existing community assets, identifying opportunities for new assets and supporting the development of recovery opportunities for young people.
- A key focus of the role will be to support action on stigma, including making recovery more visible and promoting approaches that help people affected by drugs and alcohol experience and perceive a reduction in stigma. The post holder will contribute to increasing connections, inclusion and opportunities in recovery, with a particular emphasis on expanding peer-led activities and ensuring that recovery communities are supported to influence and shape local delivery.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service, organisation and people we support.

3. CORE RESPONSIBILITIES / DUTIES

- Actively engage with recovery communities, people affected by drugs and alcohol, families, young people and wider community partners to understand local needs, strengths, gaps and opportunities for recovery support across Aberdeenshire.
- Support the development, delivery and promotion of peer-led recovery activities, including identifying existing community assets and working with individuals and groups to create new recovery opportunities where gaps are identified.
- Offer and coordinate a Peer Facilitator training package to support people with lived and living experience to build confidence, develop skills and take an active role in facilitating recovery activity within their own communities.
- Facilitate new recovery groups and activities in the early stages of development, supporting them to move towards co-facilitation and, where appropriate, independent peer-led delivery.
- Develop opportunities for young people affected by drugs and alcohol to connect with appropriate recovery, wellbeing and peer support activity, ensuring approaches are inclusive, safe and responsive to their needs.

- Lead and support local action on stigma by promoting positive recovery messages, increasing the visibility of recovery and encouraging compassionate, rights-based language and practice across communities and partner organisations.
- Capture and share recovery stories, with appropriate consent and safeguards in place, through the ADP website, social media channels and a range of creative approaches such as podcasts, written stories, video, photography, events or other community-led formats.
- Support recovery communities and peer-led groups to identify, promote and access funding opportunities, including assisting with the development of ideas, applications, monitoring information and evidence of impact where required.
- Work closely with the ADP Experiential Steering Group, ADP Lived Experience Panels, HSCP Drug and Alcohol Service, ADP Committee member organisations and wider partners to ensure lived and living experience informs local planning, delivery and improvement activity.
- Contribute to the delivery of a Human Rights Based Approach by supporting meaningful participation, inclusion, dignity, respect and non-discrimination for people affected by drugs and alcohol.
- Maintain appropriate records of engagement, activity, learning and outcomes to support reporting, evaluation, continuous improvement and the wider work of the ADP Support Team.
- There is a requirement to write information and reports, maintain accurate records, contribute to monitoring and evaluation, and support funding applications or evidence of impact Undertake any other duties appropriate to the role which support the development of recovery communities, peer-led support, stigma reduction and improved outcomes for people affected by drugs and alcohol.

4. QUALIFICATIONS AND TRAINING

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| Essential: | <ul style="list-style-type: none"> • HNC or equivalent relevant experience in a community, health, social care, administration, engagement or support role. • Willingness to undertake relevant training required for the role, including training relating to safeguarding, confidentiality, trauma-informed practice, human rights-based approaches, peer support and facilitation. • Good standard of literacy, numeracy and digital skills, including the ability to use Microsoft Office applications and maintain accurate records. |
| Desirable: | <ul style="list-style-type: none"> • Relevant qualification or training in peer support, community development, youth work, health improvement, social care, recovery, substance use, group work or facilitation. • Training or awareness in stigma reduction, trauma-informed practice, safeguarding, equality and diversity, or human rights-based approaches. |

5. EXPERIENCE

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| Essential: | <ul style="list-style-type: none"> • Experience of working with, supporting or engaging with individuals, groups or communities in a respectful, inclusive and person-centred way. • Experience of organising activities, meetings, training sessions, groups or events, including supporting participation and keeping accurate records. • Experience of working collaboratively with colleagues, partner organisations or community groups to support shared outcomes. • Experience of working in a trauma-informed way, recognising the impact of trauma and responding with sensitivity, choice, collaboration, trust and empowerment. |
| Desirable: | <ul style="list-style-type: none"> • Experience of working with people affected by alcohol or drugs, recovery communities, families, young people or people with lived and living experience, including personal lived or living experience where appropriate. |

- Delivering Training
- Experience of supporting peer-led activity, community development, story sharing, social media content, funding applications or creative engagement approaches.

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good communication and interpersonal skills, with the ability to build trust, listen actively and engage sensitively with people affected by drugs and alcohol, families, young people, communities and partners.
 - Ability to organise workload, plan activities, support meetings or groups, meet deadlines and work with a degree of initiative within agreed procedures and supervision.
 - Understanding of confidentiality, consent, boundaries, safeguarding and the importance of working in a non-judgemental, trauma-informed and rights-based way.
 - Knowledge of local recovery supports, community assets, alcohol and drug services, peer support approaches or issues affecting people in recovery.
 - Good understanding of the geography of Aberdeenshire and the challenges this can present for access, connection, rurality, transport and delivery of recovery support across dispersed communities.
- Desirable:**
- Knowledge or awareness of the Charter of Rights for People Affected by Substance Use and how this supports dignity, respect, participation, inclusion and non-discrimination.
 - Ability to use digital communication tools, social media or creative methods to promote positive recovery messages and share information appropriately.
 - Awareness of funding processes, evaluation, outcome monitoring, stigma reduction, human rights-based approaches or lived experience involvement.

7. ADDITIONAL REQUIREMENTS

Driving Compliance	It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post