

Job Description

Post: Recovery Trainer, Recovery College Cornwall

Responsible to: Project Manager, Pentreath Ltd

Date of Issue: July 2025

Pentreath Ltd is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

All employees are expected to comply with, and support, all company policies to ensure Pentreath is a safe, productive and fair work space. Company policies include Data Security, Confidentiality, Health & Safety and Equality & Diversity.

All employees will always actively and positively demonstrate Pentreath's values.

1. The Role

This role has been developed through the Integrated Care Board (ICB) to reduce health inequalities in Cornwall and Isles of Scilly.

Recovery Trainers deliver Recovery College Cornwall (RCC) prospectus courses in the form of small and medium sized group work sessions, from various locations across Cornwall. The aim of these courses is to guide clients to reach their personal goals using a tailored mental ill health recovery toolkit based on client need.

Recovery Trainers from RCC are part of a wider Recovery Service Project at Pentreath, working collaboratively with Recovery Coaches, attending multi-alliance team meetings, and subscribing to a set of shared objectives and targets.

Recovery Trainers are required to book venues, ideally out of mental health day resource centres, promote courses within Pentreath and externally, and manage a learner caseload, recording the learner journey weekly.

Recovery Trainers will work with the Recovery Service to develop a prospectus of RCC courses over the project period.

2. Key Objectives

- 2.1 To provide support to students in a professional and supportive manner which enables them to achieve their personal goals
- 2.2 To facilitate learning for participants aimed at promoting recovery from mental ill health
- 2.3 Enable students to take control of their emotional wellbeing and/or mental ill health by providing wellbeing support and building confidence, self-esteem and resilience
- 2.4 Provide effective information, advice and guidance support clients achieve personal goals whilst helping them to overcome barriers and to reduce health inequalities
- 2.5 Deliver face to face group sessions in a community setting and a digital alternative according to student need
- 2.6 Face to face delivery for a full time Recovery Trainer will be, at a minimum, three full days per week, with an expectation to undertake one digital delivery weekly
- 2.7 Where student is referred from Pentreath advisor maintain effective communication and provide updates

3. Main Responsibilities

- 3.1 Work within the Recovery Service to develop recovery focused courses for the RCC prospectus, contributing to their continued evolution and improvement, and to the overall direction of the Recovery Service
- 3.2 Deliver a programme of Recovery Courses to small and medium sized groups from community venues, preferably from mental health day resource centres
- 3.3 Hold and manage a caseload of students, with referrals coming from within the Recovery Service and wider Pentreath and self referrals from individuals
- 3.4 Ensure learners receive a timely service within 4 months
- 3.5 Engage and inspire learners to establish trusting, collaborative relationships directed toward the goal of recovery through learning
- 3.6 Ensure all venues are risk assessed and appropriate for course delivery
- 3.7 Comply with Pentreath Equality Diversity and Inclusion Strategy and recommendations
- 3.8 Ensure course development and course delivery work from a Trauma Informed perspective
- 3.9 Complete paperwork accurately in a timely manner in line with contractual requirements

- 3.10 Accurately measure and report the health journey of clients using wellbeing scales systems, such as Dialog+
- 3.11 Develop and maintain good relations with local external stakeholders and other contacts
- 3.12 Promote the service and undertake promotional activities as required
- 3.13 Meet Key Performance Indicators in line with contractual expectations
- 3.14 Attend alliance team meetings, supervisions and course reviews

4. Personal Development

- 4.1 Remain compliant with mandatory training
- 4.2 Identify own training needs
- 4.3 Identify own support needs
- 4.4 Identify own professional and personal development needs through regular supervisions and yearly appraisal

5. Other Duties

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work, which is not specifically referred to above. Such duties however, should not normally exceed those expected of an employee at that grade.

6. Additional information

DBS check

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

Salary

The salary is as stated on the advert or in your contract of employment

Annual leave

Full time staff

Annual Leave entitlement for a Pentreath full time member of staff is 6.6 weeks paid leave per year including bank holidays

Mileage

Expenses can be claimed for any distance travelled for the nature of your work over and above your daily commute to your contracted work base.

Using a personal vehicle for work

This is required as part of the job role.

You will need to provide evidence of the following: a full driving licence, insurance with business use, vehicle road tax status and current MOT certificate for vehicles over 3 years old.

Work hours

Pentreath office hours are between 8.30am and 5.00pm.

Some flexible working outside of these hours may be necessary to meet the need of the project.

This job description will be subject to annual review and amended as appropriate to meet the changing needs of Pentreath Ltd.

Pentreath Ltd				
Person Specification for Recovery College Community Trainer				
Knowledge / qualifications	Essential Criteria			Desirable Criteria
	A	Equality, diversity and inclusion	a	Mental Health First Aid qualification
	B	Good educational background (GSCE English and Maths equivalent)	b	NVQ III in Advice and Guidance
	C	Key aspects of safeguarding	c	Qualification in mental health level 2 or above
	D	Local labour and training market	d	Verifiers Qualification
	E	Mental ill health and emotional distress		
	F	Need for confidentiality		
	G	PTLLS or equivalent (or working towards)		
	H	Understanding of the value of meaningful activities to support emotional wellbeing		
Skills	I	Active listening and empathy using a person-centred approach		
	J	Adapt training to the individual		
	K	Assess, review and evaluate		
	L	Commitment to empowering through learning		
	M	Communicate complex and sensitive information effectively by telephone, email, and face to face		
	N	Empower user involvement		
	O	Excellent communication and interpersonal skills		
	P	Follow legal, ethical, professional and organisational policies/procedures and codes of conduct		
	Q	Group work		
	R	Plan, prioritise and organise		
	S	Proactive and creative approach to work		
	T	Problem solve and make effective decisions		
	U	Proficient in the use of IT systems including Microsoft Word, Teams, emails and the internet		
	V	Positive attitude, spark and enthusiasm		
	W	Resilience and ability to work well under pressure		
	X	Train, coach and develop others		

Experience	Y	Delivering focused activity	e	Working in a busy and dynamic environment
	Z	Flexible attitude to work		
	Z2	Meeting targets and submitting paper-based evidence to deadlines		
	Z3	Working in a people centred role		
	Z4	Working with adults in emotional distress, or a similar service user group		
Values	Z5	Put the client at the heart of the work you do, so the client can achieve their full potential		
	Z6	Pentreath values		
Other requirements	Z7	Full driving licence, access to and use of a vehicle for work purposes is essential for this role		.