

JOB DESCRIPTION

Role: Recovery Community Coordinator

Positions available: 2

Salary: £36,000 per annum

Reporting to: Directors

Location: Pan-London (hybrid / community-based)

Contract: Full-time

ABOUT THE PEOPLE'S RECOVERY PROJECT

The People's Recovery Project (TPRP) is an innovative charity that seeks to build sustained recovery for people experiencing homelessness and addiction. Our project creates an alternative pathway and package of support into Tier 4 residential detox and rehabilitation: co-designed and co-delivered by community members with lived experience.

We work with people experiencing rough sleeping, hostel living, temporary accommodation and other forms of insecure housing, building the recovery community infrastructure they need to achieve lasting change.

PURPOSE OF THE ROLE

As a Recovery Community Coordinator you will build local pathways and community resources that support individuals on the journey to treatment and recovery, whilst providing individual navigation of services. Your work will be focused on four core areas:

- Preparation: utilising our peer-led recovery community to support people to effectively prepare for treatment
- Treatment: curating and coordinating specialist pathways into residential detox and rehab
- Aftercare: embracing people into our bespoke recovery community, building connection, purpose and belonging
- Evidence: robust collection and evaluation of data to evidence the efficacy of our work

KEY RESPONSIBILITIES

Engagement

- Engage individuals with experience of homelessness and addiction, with the goal of making recovery achievable by addressing homelessness and addiction together
- Prioritise outreach to individuals not currently accessing support or drug and alcohol services in their local community
- Provide one-to-one personalised support, navigation and link work to external support agencies

Community Building

- Build a recovery-focused community with sufficient infrastructure to deliver on the four core areas
- Create co-produced activities, groups and peer support opportunities including: recovery community engagement hubs, preparation groups, aftercare groups and therapeutic social activities
- Work in partnership with locally commissioned services including outreach teams, day centres, hostels and substance use teams
- Serve as the point of contact for local authority commissioning teams

Volunteer & Culture Development

- Recruit and support people to become volunteers, expanding the reach of the recovery community
- Contribute to building and maintaining an organisational culture of recovery, positive change and wellness

Recruitment 2026 — Recovery Community Coordinator

- Trial new approaches and gather evidence of what works to improve access to treatment and recovery

PERFORMANCE TARGETS

Recovery Community Coordinators are expected to self-measure and justify their contribution against the following annual targets:

Area	Annual Target (per coordinator)
Engagement	50 people per year (approx. 4 per month)
Preparation	18 people per year (approx. 3 every 2 months)
Treatment (detox placements)	5 placements per year, 3 completions
Treatment (residential rehab)	3 placements per year, 2 completions
Insecure housing	75% of caseload experiencing insecure housing
Aftercare	Quality of life metrics (to be agreed)

WAYS OF WORKING

Diary & Availability

- Update your diary dynamically so the team always knows your location for health and safety purposes
- Respond to calendar invites promptly so use of time is visible at a glance
- Respond to emails in a timely manner

Finance

- Justify all expenditure against TPRP's goals and mission
- Keep organisational spends updated in real time with receipts added promptly
- Register your travel card for itemised records

Compliance & Data

- Obtain signed consent from everyone engaged in a meaningful way (more than one group session) and upload to their file and record on our database
- Ensure pathway plans are completed, uploaded to member files, and recorded as outcomes in Plinth
- Update database daily with a focus on outcomes and tagged events; record only significant casework in detail (MDTs, joint visits)

OUR VISION

We believe in leaderful organisations. Through your work with The People's Recovery Project you will be building leadership skills that you will carry into future roles, as we seek to create a lasting community that builds a stronger society together. Your role is yours to define and develop in collaboration with your colleagues and the leadership team: we want you to build a role that utilises your strengths while contributing to the continuous improvement and development of TPRP.