Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s **Development Officer User Involvement** vacancy. Please find below an application pack. In the pack you will find the following information:

1. Person Specification and Role Description.
2. SDF Policies
* Protecting Vulnerable People
* Recruitment of Ex-Offenders
* Secure Handling, Use, Storage and Retention of Disclosure Information.

Also enclosed are two forms for you to complete and return to SDF’s recruitment@sdf.org.uk email:

1. Application Form Part A: Contact Details and Equal Opportunities Monitoring Form
2. Application Form Part B: Application Form

Applications must be received at SDF (Glasgow) by 12 noon on 20 July 2020. Interviews to be held on 4th & 6th August 2020. For an informal conversation about any aspect of the role please contact: Jason Wallace on 07920133710.

Yours sincerely

## **for** Scottish Drugs Forum

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Katharine Ronald
HR Officer

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**DEVELOPMENT OFFICER**

**User Involvement**

**JOB DESCRIPTION**

**Job Title: Development Officer – User Involvement**

**Accountable to: Operations Manager
Grade & Starting Salary: £29,946 - £32,618
Working Hours: 35 hours per week
Base: tbc
Term: 12-month fixed term contract** (with potential to be extended)

***SDF will also consider the role being covered as a secondment opportunity***

Scottish Drugs Forum has pioneered and developed peer research as a key part of its user involvement activity. Peer research allows the voices and experiences of people who have experienced or are experiencing problem substance use to be heard where decisions are being made.

Scottish Drugs Forum is funded to provide independent peer evaluations in services across Scotland. The model of peer research supports Alcohol and Drug Partnerships measure the quality of service provision in line with ‘Principles of Good Practice’, ‘Mental Health 5 Year Plan’, ‘Recovery Oriented System of Care’ ‘The Road to Recovery’, ‘Rights, Respect and Recovery’, ‘Staying Alive in Scotland’ as well as ‘Scotland’s Relationship with Alcohol’. More recently Scottish Drugs Forum has been providing service evaluation information to Alcohol and Drug Partnerships in order for them to understand the impact of the change of service as a result of COVID-19 and lockdown; and inform the redevelopment of service provision as lockdown measures are eased.

Scottish Drugs Forum also works in partnership with academic institutions in the design and delivery of research in Scotland, supporting peer researchers to engage in this process and advocating for research that in designed by a process of co-production where possible.

The primary focus of the Development Officer is to recruit, train, support and sustain a team of peer researcher volunteers across Scotland. Peer researchers are an essential element of the work we do and will be trained and supported to undertake national evaluations and contribute to the inclusion activities across Scotland. The Development Officer will also explore opportunities for further peer research by engaging with key stakeholders.

**The key tasks are:**

1. Assessing and recruiting appropriate volunteers in conjunction with local services and established group members.
2. Ensure, through co-ordination, that both new and existing members are fully trained in a variety of areas that assists an individual in developing their own skills and team working to ensure individuals feel confident and able to carry out identified tasks.
3. Enable peer research volunteers to achieve their own goals as well as negotiating with the individual their involvement with services and service development in the area.
4. Undertake both quantitative and qualitative research into aspects of service provision within the addiction and BBV fields in Scotland, working with commissioners on aims, objectives and design of projects and ensuring compliance with ethical guidelines including ethical approval at local and national level as well as maintaining adherence to the provisions of the Data Protection Act.
5. Working on surveys canvassing the views of people who use drugs on a wide range of issues. These surveys will be carried out by peer researchers and can be initiated by the groups or from relevant voluntary and statutory sector agencies operating in the area. This work will include coordinating the survey work including arranging, as and when appropriate, for links into agencies and other sites for interviews.
6. To engage in development activities with peer researchers in order to prepare them for other appropriate opportunities.

In addition, the development officer would have the following crucial roles:

1. Ensuring that the local protocols, policies etc for any work peer researchers are involved in are developed with the group and that all members adhere to them.
2. Ensuring as far as possible the safety of members at locales where any group activity such as survey work is taking place.
3. Working in partnership with key staff (therapeutic and non-therapeutic) to progress individuals’ development and ensure that any individual’s work is not injurious to or deleterious to their recovery.
4. Supervising finances, disbursement of expenses petty cash, etc.

**Other job activities**

**1. To promote SDF and its work and develop new funding opportunities for SDF in line with Strategic plan.**

1. Work closely with key individuals and organisations at strategic and operational levels, in support of SDF’s objectives.
2. Support and contribute to relevant initiatives, events and networks led by partners.
3. Ensure, in conjunction with relevant staff, that SDF’s activities and funded projects gain appropriate exposure.
4. Maintain good relationships with other organisations working in the field.
5. Attend conferences and seminars as required and give presentations/talks or present evidence to external bodies.
6. Ensure that the SDF website has up-to-date and pertinent information regarding Project activities and objectives.

**2. To promote SDF membership**

1. To work closely with the relevant people to identify gaps in SDF’s membership.
2. To actively promote SDF’s membership to key stakeholders.
3. To liaise with allocated members on a regular basis.

**3. To identify and produce material for inclusion in SDF’s publications**

1. To ensure that all relevant information is passed onto the appropriate person for the SDF Bulletin.
2. To provide material for inclusion in SDF’s annual report

**4. Teamwork**

Teamwork is a vital aspect to the success of SDF and all members of staff are expected to:

1. Take part in regular team meetings and management team meetings
2. Cover for absent staff where applicable.

**Responsibilities of all SDF Staff:**

a) To demonstrate an awareness and commitment to the ethos and objectives of SDF.

b) To adhere to all internal and external SDF policies, procedures, systems and guidelines and to contribute constructively, as required to their ongoing development.

c) To undertake other duties relevant to the post and on occasion wider duties pertinent to SDF’s strategic objectives and appropriate to the seniority of the post.

d) To actively participate in supervision, appraisals, team meetings and to accept responsibility for identifying and meeting professional development and training needs as part of an ongoing process.

e) Maintain positive and constructive working relationships with all members of your immediate team and the wider SDF team, to ensure that all staff are kept up to date with all relevant issues and developments.

f) Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of Data Protection guidelines.

h) If necessary, from time to time, to work outside normal working hours for which time off in lieu (TOIL) will be given.

i) Secure premises, including setting alarm, as necessary.

j) Have regard for your own personal health and safety and that of those around you.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

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| **Personspecific area** | **DEVELOPMENT OFFICER****User Involvement Person Specification** | **Level of requirement** |
| **Relevant experience**  | * Display working experience within a relevant field – voluntary sector, community education, health or social work.
* Experience of small scale project management.
* Relevant knowledge and experience of working with vulnerable and excluded people.
* Experience of managing group dynamics.
* Experience of research and survey work.
* Experience of participation in developing successful funding bids.
* Demonstrate previous ability in planning/delivering training.
 | **All Essential** |
| * Experience of work with/providing support to volunteers.
* Experience of being a volunteer
 | **DesirableDesirable** |
| **Qualifications**  | * Educated to degree level and/or relevant professional/vocational qualification and/or relevant experience.
 | **Essential** |
| **Job related skills**  | * Evidence of ability to effectively engage diverse groups with different needs.
* Proven record of producing clear written materials.
* Ability to produce professional concise formal written reports
* Ability to present information at meetings.
* Ability to use individual initiative and work to tight deadlines within a changing teamwork culture.
* Working knowledge of Microsoft Office, the internet & Outlook Express.
 | **All essential** |
| **Personal attributes**  | * Evidence of key interpersonal skills such as active listening, cultural sensitivity, healthy working boundaries, non-judgemental and an ability to manage conflict.
* Evidence of working with people from varying backgrounds – service users, volunteers, frontline staff and local policymakers.
* Self-motivated and can work on own initiative.
 | **All Essential** |
| **Work circumstances**  | * Willingness to cover a wide geographical area
* Ability to drive and access to a car.
 | **EssentialDesirable** |
| **PVG** | * This post is subject to Membership of the Protection of Vulnerable Groups Scheme and a disclosure satisfactory to SDF as the post holder will be working with protected adults.
 | **Essential** |

**APPLICATION FOR EMPLOYMENT**

**(Part A)**

**This form should be completed and returned to**

**Recruitment, Scottish Drugs Forum, 91 Mitchell Street, Glasgow, G1 3LN**

**recruitment@sdf.org.uk**

**Please complete this form clearly in dark ink or black typescript**

Scottish Drugs Forum is committed to providing equal opportunities to all members of staff and job applicants and will not discriminate either directly or indirectly on grounds of gender, age, race, ethnic or national origin, disability, sexual orientation, religion or belief, actual or perceived HIV/HIV status or perceived association with an HIV positive person.

In order to assess the effectiveness of our Diversity Policy it is necessary to monitor all data in relation to these areas. Your co-operation in completing this questionnaire would be greatly appreciated; however, you are under no obligation to provide such data. All information is gathered in order to provide statistical information for monitoring purposes and will be treated in strictest confidence.

On receipt of your application, the questionnaire will be detached from the application form and will not be made available to any person involved in the selection process.

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| **POST APPLIED FOR:** **Development Officer - User Involvement** | **For Office use only:****Applicant Number** |
| Where did you see the post Advertised? |  |

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| **PERSONAL DETAILS:** |
| First Name: |  | Title: |  |
| Surname: |  |
| Address: |  |
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|  |
| Postcode: |  |
| Email address: |  |
| Tel Home: |  | Mobile: |  | Work:\* |  |

 **\*** Please indicate whether we may, with discretion contact your work (yes, No)

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| **GENDER:** | Female 🞎 Male 🞎 Transgender 🞎 Other 🞎 Prefer not to say 🞎  |
| **AGE:** | 16-24 🞎 35-44 🞎 55-64 🞎25-34 🞎 45-54 🞎 65+ 🞎 |
| **DISABILITY:**A person has a disability if s/he has a physical or mental impairment which has a substantial and \*long term adverse effect on his/her ability to carry out normal day to day activities (Equality Act 2010). **\* Long term means more than 12 months** |
| **Do you consider yourself to have a disability or health condition?** | Yes 🞎 No 🞎 Prefer not to say 🞎 |
| **If yes, Does your condition or illness affect your ability to carry out day-to-day activities?** | Yes, a lot🞎 Yes, a little🞎 Not at all🞎 |
| **SEXUAL ORIENTATION:** | Bisexual 🞎 Heterosexual 🞎Gay /Lesbian 🞎 Prefer Not to Say 🞎 |
| **ETHNIC ORIGIN:****Relate to a sense of identity/belonging on the basis of a race and/or culture** | **WHITE** |
| Scottish 🞎 English 🞎 Irish 🞎Welsh 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **BLACK, BLACK SCOTTISH, BLACK BRITISH, ASIAN, ASIAN SCOTTISH, ASIAN BRITISH** |
| Bangladeshi 🞎 Indian 🞎 Pakistan 🞎African 🞎 Caribbean 🞎 Chinese 🞎Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **OTHER ETHNIC BACKGROUND (please state)** |
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| **Prefer not to say** 🞎 |
| **RELIGION or BELIEF:** | Buddhist 🞎Christian 🞎Hindu 🞎Jewish 🞎Muslim 🞎 | Sikh 🞎No Religious Beliefs 🞎Other Religion or Belief, please state: \_\_\_\_\_\_\_\_\_\_\_Prefer not to say 🞎 |
| This question relates to religion, faith and belief systems. We collect this information to ensure our policies and practices do not disadvantage individuals from particular religious, faith or belief backgrounds or those with no religious beliefs. |
| **CONSENT: -** Under the terms of the Data Protection Act 1998, I consent to the information that I have provided being used to monitor the effectiveness of Scottish Drugs Forum’s (SDF) Equal Opportunities Policy and for statistical monitoring and reporting purposes. I understand that the information I have provided will be entered onto SDF’s computerised Human Resources database and that it will be treated in the strictest confidence in accordance with SDF’s Data Protection Policy. |
| **Signature:** |  | **Date:** |  |

#  APPLICATION FORM FOR EMPLOYMENT

**(Part B)**

**Please complete this form clearly in dark ink or black typescript**

The information contained in part B **will be** used as part of the selection process and will therefore be made available to all persons involved in the selection process.

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| **POST APPLIED FOR** |  **Development Officer - User Involvement** |
| **For administrative purposes, please ensure that you put your initials in this box:** |  | **For office use only: Applicant Number** |  |

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| **Education****Secondary Education – give details of any qualifications which you have from school** |
| **Qualification** | **Grade** | **Where Achieved** | **Year** |
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**Further vocational and higher qualifications**

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| **Qualification** | **Grade** | **Where Achieved** | **Year** |
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**Professional Qualifications (i.e. membership of Professional Institutes or Associations etc.)**

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**Short courses – Specialist training – Detail title, length, certificates gained etc**

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**Continue on a separate sheet if required**

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| **EMPLOYMENT HISTORY** |

**1. Begin with your most recent employer**. **Please give reasons for any gaps in employment.**

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| Name of Employer: |  | Notice Period: | Position Held: |  |
| Employer Address: |  | Date From: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| Can we contact your current employer prior to interview?**Yes/No** | Telephone Number: |  |
| Duties: |  |

**2.**

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| Name of Employer: |  | Position Held: |  |
| Employer Address: |  | Date From: |  |
| Date Left: |  |
| Telephone Number: |  |
| Reason for Leaving: |  |
| Duties: |  |

**3.**

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| Name of Employer: |  | Position Held: |  |
| Employer Address: |  | Date From: |  |
| Date Left: |  |
| Telephone Number: |  |
| Reason for Leaving: |  |
| Duties: |  |

**PREVIOUS EMPLOYERS**

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| **Dates Worked** | **Employer name and address** | **Position held and nature of duties** | **Reason for leaving** |
| **From** | **To** |
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**Continue on a separate sheet if required**

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| **Right to Work in the UK** |
| Prior to appointment you will be required to show documentation confirming your right to work in the UK. This may be a passport, P45, P60 National Insurance card or other prescribed documents. |

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| **Health** |
| If an offer of employment is made, you may be required to complete a medical questionnaire. All employment is subject to the receipt of medical clearance satisfactory to Scottish Drugs Forum.If you have a disability please tell us below about any adjustments we may need to make to assist you at interview: |

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| **Rehabilitation of Offenders Act 1974** |
| The rehabilitation of offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within Scottish Drugs Forum. In such instances offers of employment will be subject to a satisfactory disclosure/PVG Membership being received. See SDF Policy for Recruitment of Offenders for further details. |

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| **Skills And Experience** |
| **Using the person specification and job description, please tell us about your qualities, skills and experience that you believe make you the right person for this post. Please make sure you give relevant examples to illustrate how you will meet the essential and desirable requirements as detailed in the job description. Please continue on a separate sheet if necessary (1 A4 sheet only). *CVs will not be considered.*** |
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| **Please State Briefly Your Reasons For Applying For This Post** |
| **Please continue on a separate sheet if necessary (1 A4 sheet only).** |
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| **References** |

List two professional referees who are familiar with the quality of your work, have worked directly with you, and have known you at least two years. (One of these must be your last employer)

\*Please tick the box if you have any objections to a referee being contacted prior to interview.

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| **Name and Address of Reference** | **Name and Address of Reference** |
| Name: |  | Name: |  |
| Occupation: |  | Occupation: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
|  |  |
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|  |  |
| Email Address: |  | Email Address: |  |
| Contact prior to interview: | Yes  No  | Contact prior to interview: | Yes  No  |

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| **Declaration** |
| I certify that all the information contained in this form is true and correct to the best of my knowledge. I am aware that false information or omissions may lead to dismissal without notice.In terms of the Data Protection Act 1998 I consent to the information which I have provided being used to evaluate my application for employment. I understand that the information I have provided will be entered onto Scottish Drugs Forum computerised Human Resources System and will be treated in strictest confidence. |
| **Signature:** | **Date:** |
| **Please return completed Application Forms, before the specified closing date, to:** |
| RecruitmentScottish Drugs Forum 91 Mitchell St GLASGOWG1 3LN | **OR****Email** **recruitment@sdf.org.uk** **Fax 0141-248-6414** |

Thank you for taking time to complete this application form.

We will be in touch should your application for interview be successful.