Date as Postmark

Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s **E-Learning Development & Capacity Building Worker** 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 22 July 2020. Interviews to be held on 3rd August 2020.

For an informal conversation about any aspect of the role please contact Richard Bloodworth via email on richardb@sdf.org.uk in the first instance.

Yours sincerely

## **for** Scottish Drugs Forum

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Katharine Ronald
HR Officer

Enc.

**E-learning development and capacity building worker**

**JOB DESCRIPTION**

**Job Title: E-Learning Development and Capacity Building Worker**

**Accountable to: E-Learning Development Officer**

**Salary: £23,187**

**Working Hours: 35 hours per week**

**Base: tbc**

**Term: 12 Month Contract**

**Background**

Scottish Drugs Forum (SDF) is Scotland’s national resource of expertise on drugs and drugs issues. As part of our work we provide quality training and information to stakeholders across the drugs and related-fields in Scotland – from treatment and support providers, to people working in housing, homelessness and prisons.

SDF has been building its e-learning capacity now for several years, building a range of well used packages to support other workstreams and on commission. With the advent of COVID-19, there has been a massive increase in the use of the e-learning provision, alongside a significant increase in the demand to create further packages. This demand arises from an increase in the use of blended learning, incorporating elements of e-learning into broader packages, and more directly commissioned elements. As a result of this, this post has been created to support the E-Learning Development Officer to develop more courses.

**Job Purpose**

To support the development of SDF’s e-learning provision on a day-to-day basis; liaise with colleagues to develop content and make recommendations for longer term development.

**Project description**

SDF is a medium sized charity with a range of functions. Training is a significant part of its work and there are several teams with training functions. This post will be based in one of those, however, it will offer support to all of them, as well as to the other departments who might have need. There are currently 8 courses online and a number of others in development. As SDF has moved towards more remote working, the role that e-learning can fill has significantly increased, with training teams moving towards blended learning, commissioners looking at e-learning even more and the role of e-learning in internal training and induction being evaluated.

**Key Accountabilities**

1. To develop and publish attractive e-learning packages
2. To improve (and encourage / support other staff to improve) understanding of e-learning and its capacity to contribute to SDF’s work
3. To help the organisation develop understanding, expertise and, where appropriate, use of e-learning
4. To evaluate and respond to feedback and comment from end-users of e-learning packages and other stakeholders
5. To contribute to the development of projects and deliver products on time and within agreed budgets
6. To update necessary skills and stay abreast of developments in the field
7. To develop and maintain constructive working relationships with relevant organisations where appropriate
8. To support the work of the E-learning Development Officer and the broader Workforce Development Team as appropriate
9. To carry out any other duties which may reasonably be requested by the Head of Department or CEO.

**Other tasks**

1. To support the aims and objectives of the Scottish Drugs Forum and demonstrate understanding of, and active commitment to, the ethos and objectives of SDF. This will involve a partnership approach that supports communication, membership activities such as policy consultations, seminars, internal working groups and also marketing the delivery of training to ensure good attendance at events.

2. Maintain and develop existing mailing lists, identify stakeholders, develop materials and promote events.

3. Work collaboratively and communicate effectively with colleagues in different departments of SDF.

**Wider responsibilities**

1. To take responsibility, along with other staff members, to ensure that operational policies are observed and carry out other duties as requested by senior staff, as appropriate to this post.

2. Actively participate in supervision, appraisals and team meetings.

3. To undertake continuing professional development identified in discussion with manager.

4. To establish and maintain good external relationships with a range of SDF stakeholders.

*This job description is intended to outline the current requirements of the post, it is not an exhaustive list and it is recognized 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*

**PERSON SPECIFICATION**

**Essential Knowledge and Experience**

1. Experience of developing e-learning packages
2. General understanding of design accessibility and willingness to keep up with developments in this area
3. Understanding of good principles and practice in e-learning development and design
4. Good verbal communication skills and ability to present to a variety of groups
5. Good written communication skills and ability to write effectively for e-learning content and internal communication
6. Ability to communicate complex information simply
7. Ability to solve problems using a range of techniques as appropriate
8. Ability to plan and organise multiple work demands and meet deadlines
9. Accuracy and attention to detail
10. Ability to operate as a team player and communicate constructively with colleagues
11. To be able to travel to the Glasgow office regularly and as required

**Desirable Knowledge and Experience**

1. Experience of using software such as Photoshop so that graphics can be produced and edited
2. Experience of using learning management systems (LMS)
3. Experience of using a broad range of authoring tools (iSpring, Powtoons, Articulate)
4. Experience of designing for a broad range of audiences
5. Experience of creating engaging and effective designs
6. Experience of using HTML, CSS or Javascript

**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.

**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:** **E-Learning Development & Capacity Building Worker** | **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** |  **E-Learning Development & Capacity Building Worker** |
| **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: |  |

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

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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.