25 January 2021

Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s **Head of Inclusion and Peer Engagement**. 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:

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

**Due to the current Covid-19 Situation, Applications must be returned via Email only** **to** [**Recruitment@sdf.org.uk**](mailto:Recruitment@sdf.org.uk) **by** **Thursday 11 February 2021.**

Yours sincerely

for **Scottish Drugs Forum**

**Katharine Ronald**

Katharine Ronald

HR Manager

**JOB DESCRIPTION**

**Job Title: Head of Inclusion and Peer Engagement**

**Grade & Starting Salary: £44,106 - £47,258**

**Responsible to: Chief Executive Officer (CEO)**

**Responsible for: UI Officers, AWTP Project Officers and other staff**

**Working Hours: 35 hours per week**

**Area Covered by post: Scotland**

**Based: Glasgow**

**Special Conditions: Possible evening work and routine national travel**

**Job Purpose:**

To have responsibility, as part of the Management Team, to manage the development and delivery of Scottish Drugs Forum’s peer research and involvement projects and Addiction Worker Training Programme and assisting the sector to develop wider support programmes linked to employability, welfare and housing. This is a senior management post involving key aspects of the organisation’s work, working closely with the CEO and Management Team to support and represent, at both local and national levels, a wide range of stakeholders including people directly affected by problem substance use, promoting collaborative, evidence-based response to drug use.

**Major Tasks:**

1. Provide line management support to project staff, including developing and implementing programmes of work in line with the strategic plan, keeping an overview of budgets and reporting to the CEO.
2. To provide a strategic input to Scottish Government, Alcohol and Drug Partnerships and Health and Social Care integrated Joint Boards (IBs).
3. As part of the Management Team, take collective and specific lead responsibilities for project development, and operational delivery.
4. To promote SDF and its work and develop new funding opportunities for SDF in line with Strategic plan.
5. Ensure that SDF project activities are appropriately resourced and take place within budget constraints.
6. To promote SDF membership.
7. To identify and produce material for inclusion in SDF’s publications.
8. Ensure effective teamwork within the department and across other teams.
9. Work on policy areas particularly related to participation of people with drug problems and on aspects of inclusion including employability, housing and welfare.

**Main Job Activities:**

**1.** **Provide line management support to project staff, including developing and implementing programmes of work in line with the strategic plan, keeping an overview of budgets and reporting to the CEO.**

1. Undertake full line management responsibilities including supervision and annual appraisals.
2. Ensure work is of a consistent high standard and that objectives are met.
3. Regularly review project staff’s capacity and skills requirements, to meet objectives, and assess the developmental needs of staff.
4. Take responsibility for the development and delivery of SDF Projects.
5. Ensure appropriate development, implementation, monitoring, evaluation and revision of project agreements.
6. Ensure project activities are integrated and connected in a rational way through effective planning and communication.
7. Ensure the efficacy of project communication with SDF colleagues and external partners.
8. Identify sources of funding and developing funding bids in conjunction with key staff.

**2. To provide a strategic input to key planning partners.**

1. Liaise with key planning partners including Scottish Government, other national NGO’s, Alcohol and Drug Partnerships and Integrated Joint Boards.
2. Promote SDF’s work with key strategic partner and explore areas of collaboration and joint work.

**3. As part of the Management Team, take collective and specific lead responsibilities for project development, and operational delivery.**

1. Participate in regular meetings to share and exchange information
2. Ensure that section staff understand and adhere to all internal and external policies, procedures, protocols and guidelines.
3. Identify possible opportunities to further develop SDF’s work.
4. Support SDF’s funding activities as appropriate and give input to funding applications.
5. Keep the CEO informed of all significant matters.

**4. 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 drugs 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.

**5. To monitor and oversee budget expenditure of managed projects, ensuring that SDF activities are appropriately resourced and take place within agree budgets.**

1. Monitor and oversee detailed budgets for project expenditure in conjunction with project staff, Head of BFA and the CEO.
2. Ensure that projects and contracts are delivered within agreed budgets and timescales.

**6. To promote SDF membership**

1. To work closely with the Communications Department 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.

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

1. To ensure that all relevant information is passed on for the “Bulletin”.
2. To provide material for inclusion in SDF’s annual report

**8. 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.

**9. Work on policy areas particularly related to participation of people with drug problems and on aspects of inclusion including employability, housing and welfare.**

To work with SDF’s policy officer to enable developments in relation to wider aspects of care and support which can improve quality of life for people with a drug problem. These might for example include undertaking research into employment aspirations of people with a drug problem or exploring housing support options.

**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.

g) 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.

**HEAD OF OPERATIONS – PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Person**  **specific area** | **Head of** | **Level of requirement** |
| **a. Relevant experience** | 1. Relevant knowledge and experience of working with marginalised groups including people with a drug problem. 2. Experience of staff management. 3. Experience within a relevant sector – voluntary sector, community education, health or social work. 4. Experience of working with senior managers from statutory, voluntary and private sectors. 5. Experience of working at management level. 6. Proven track record of successful project management. 7. Experience of research and survey work. 8. Understanding of the framework in which local drug and alcohol services are provided including the roles of the voluntary and statutory sector. 9. Understanding of organisational and project budgeting. 10. A detailed understanding of the wider funding environment, the ability to identify funding opportunities, applying for and securing project funds. | **Essential** |
| **b. Qualifications** | 1. Educated to degree level and/**or** relevant professional/vocational qualification and/**or** relevant experience. | **Essential** |
| **c. Job related skills** | 1. Project and personnel management skills. 2. High level of communication, interpersonal and presentation skills, including experience and proven track record of writing accurate and concise reports. 3. Can communicate ideas and information effectively. 4. Able to command respect from a wide spectrum of practitioners while working with them in an engaging and supportive manner. 5. Excellent negotiation skills and an ability to handle sensitive issues professionally. 6. Evidence of ability to effectively engage diverse groups with different needs. 7. A high degree of initiative, resourcefulness, flexibility and a self motivating approach to reach objectives. 8. Must be able to manage time effectively. 9. Ability to work to organisational procedures and within deadlines. 10. Working knowledge of Microsoft Office, the internet & Outlook Express. | **Essential** |
| **d. Personal attributes** | 1. Evidence of key interpersonal skills such as active listening, cultural sensitivity, healthy working boundaries, non-judgemental and an ability to manage conflict. 2. Self motivated 3. Shows a positive attitude and commitment, is dependable, organised and proactive. 4. Demonstrates commitment to ensuring equality of opportunity addressing promptly and correctly any instances of harassment, discrimination and racism. | **Essential** |
| **e. Work circumstances** | 1. Willingness to cover a wide geographical area 2. A current, clean driving licence and use of a car. | **Essential**  **Essential** |

Jan 2021

**Policy on Protecting Vulnerable People**

Scottish Drugs Forum aims to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

# Selection

* All applicants to our organisation will complete an application form.
* Short listed applicants will be asked to attend interview.
* Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
* Candidates selected for interview will be notified prior to interview that they may be asked about any convictions that would be of relevance to the post.

**Screening**

* Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested once the successful applicant has been selected. Any appointment will be made subject to a satisfactory disclosure check. Those starting employment with SDF prior to the completion of the disclosure check would be seen as on probation and as such would be closely supervised.

**Training**

* The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
* Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.
* Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

**Supervision**

* All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
* Every member of staff and volunteer will attend regular supervision, where their performance, skills, motivation and expectations will be discussed. Supervisions will be minuted and copies made available to the member of staff / volunteer.

Scottish Drugs Forum will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure it full implementation.

Scottish Drugs Forum, being responsible for the provision of services to vulnerable people with drug related problems must be particularly careful to enquire into the character and background of applicants for appointments to posts which involve working with vulnerable people.

Rehabilitation of Offenders Act 1974

Certain posts are exempted under the Exemption Order of the Rehabilitation of Offenders Act 1974. This means that employers can request a disclosure, or police check for a candidate whom they wish to appoint to the position. The post that you are applying for is exempt. An enhanced disclosure will detail both spent and unspent convictions, cautions, warning, reprimands and any non conviction relevant information. You should be aware that SDF will obtain a disclosure (police check) for the preferred candidate. This will be taken up after the interview. Offers of employment will be subject to a satisfactory disclosure being received and you should be prepared to discuss the disclosure in more detail if necessary.

Thank you for taking the time to read this information sheet.

**Policy on the Recruitment of Ex Offenders**

Scottish Drugs Forum undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Standard, Enhanced disclosure or PVG Membership where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:

* Whether the conviction is relevant to the position being offered
* The seriousness of the offence revealed
* The length of time since the offence took place
* Whether the applicant has a pattern of offending behaviour
* Whether the applicant’s circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

We undertake to make a copy of this policy and the Code of Practice, available to any applicant for a post with Scottish Drugs Forum that requires a disclosure.

**APPLICATION FOR EMPLOYMENT**

**(Part A)**

**This form should be completed and returned via Email to:**

[**Recruitment@sdf.org.uk**](mailto:Recruitment@sdf.org.uk) **or** [**Michaelg@sdf.org.uk**](mailto:Michaelg@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: Head of Inclusion and Peer Engagement** | | **For Office use only:**  **Applicant Number** |
| Where did you see the post Advertised? |  | |
| Interviews: |  | |
| I am available for interview at any time: Yes/No | | |
| I am **NOT** available at the following times: | | |

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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:**  (Mark x in the relevant box) | Female | |  | Male | | |  | | Transgender | | | |  |
| Other | | |  | | | Prefer not to say | | | |  | | |
| **AGE:** (Mark x in the relevant box) | 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 | | | | |  | | | | | | | |
|  | | | | |  | | | | | | | |
| **ETHNIC ORIGIN:**  **Relate to a sense of identity/belonging on the basis of a race and/or culture** | **WHITE** | | | | | | | | | | | | |
| Scottish | | | | |  | | | | | | | |
| English | | | | |  | | | | | | | |
| Irish | | | | |  | | | | | | | |
| Welsh | | | | |  | | | | | | | |
| Other (Please Specify) | | | | |  | | | | | | | |

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|  | **BLACK, BLACK SCOTTISH, BLACK BRITISH, ASIAN, ASIAN SCOTTISH, ASIAN BRITISH** | |
| Bangladeshi Indian |  |
| Pakistan |  |
| African |  |
| Caribbean |  |
| Chinese |  |
| Other (Please Specify) |  |
| **OTHER ETHNIC BACKGROUND (please state)** | |
| Prefer not to say |  |

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| **RELIGION or BELIEF:** | |  | | | |  |
| 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. | | Buddhist | | |  |
| Christian | | |  |
| Hindu | | |  |
| Jewish | | |  |
| Muslim | | |  |
| Sikh | | |  |
| No Religions Belief | | |  |
| Other Religion or Belief – Please state | | |  |
| Prefer not to say | | |  |
| **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** | **Head of Inclusion and Peer Engagement** | | | |
| **For administrative purposes, please ensure that you put your initials in this box:** | |  | **For office use only: Applicant Number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.**

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

**3.**

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

**PREVIOUS EMPLOYERS 1.**

|  |  |  |
| --- | --- | --- |
| **Dates Worked** | **From** | **To** |
| **Employer name and address** |  | |
| **Reason for Leaving** |  | |
| **Position held and nature of duties:** | | |

**PREVIOUS EMPLOYERS 2.**

|  |  |  |
| --- | --- | --- |
| **Dates Worked** | **From** | **To** |
| **Employer name and address** |  | |
| **Reason for Leaving** |  | |
| **Position held and nature of duties:** | | |

**PREVIOUS EMPLOYERS 3.**

|  |  |  |
| --- | --- | --- |
| **Dates Worked** | **From** | **To** |
| **Employer name and address** |  | |
| **Reason for Leaving** |  | |
| **Position held and nature of duties:** | | |

**PREVIOUS EMPLOYERS 4.**

|  |  |  |
| --- | --- | --- |
| **Dates Worked** | **From** | **To** |
| **Employer name and address** |  | |
| **Reason for Leaving** |  | |
| **Position held and nature of duties:** | | |

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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: |

|  |
| --- |
| **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. |

|  |
| --- |
| **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).** |
|  |

|  |
| --- |
| **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.

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

|  |  |
| --- | --- |
| **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:** | |
| **Email:** [**Recruitment@sdf.org.uk**](mailto:Recruitment@sdf.org.uk) |  |

Thank you for taking time to complete this application form.

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