25 January 2021

Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s **Communications Assistant (Design, Image, Graphics)**. 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

**Closing Date: Noon on 27 May 2021.**

**Interviews to be held on 9 June 2021.**

**Due to the current Covid-19 Situation, Applications must be returned via Email only** **to** [**Recruitment@sdf.org.uk**](mailto:Recruitment@sdf.org.uk) and also [**Michaelg@sdf.org.uk**](mailto:Michaelg@sdf.org.uk) **by** **27 May 2021.**

Yours sincerely

for **Scottish Drugs Forum**

**Katharine Ronald**

Katharine Ronald

HR Manager

**JOB DESCRIPTION**

**Job Title:**  **Communications Assistant (Design, Image, Graphics)**

**Accountable to:**  **Policy Manager**

**Grade & Salary:**  **£23,883**

**Working Hours:**  **35 hours per week**

**Area Covered by post: Scotland**

**Special conditions:** **\*please note we are currently working from home**

Scottish Drugs Forum (SDF) is Scotland’s national resource of expertise on drugs and related issues.

Established in 1986, SDF is a membership-based organisation. We seek to lead and represent the drugs field in Scotland in order to improve Scotland’s response to problem drug use. SDF works with policy makers, service planners and commissioners, service managers and staff as well as people who use or have used services to ensure service quality and evidence-based policy and practice.

**Job Summary**

This post involves working in a small dynamic team which forms part of a diverse and multi-faceted organisation; having responsibility for crucial routine tasks including creating and posting content on social media and websites; supporting colleagues in the production of a range of resources including reports, flyers, posters and other printed resources and video, still photograph and audio resources for a variety of audiences and supporting the marketing and presentation on on-line and live events.

The post also involves contributing to SDF’s internal communications and ensuring that colleagues are supported in their work through the delivery of effective communications.

This post will build SDF communications capacity by developing our graphic communications, improving the design of SDF publications and our video and photographic resources and products.

**Key Tasks:**

* Routine updating of social media content and update of websites and databases.
* Monitor key news and information releases within the field from academic and other sources and summarising content or flagging up matters of interest to colleagues.
* Contribute to the design and presentation of a range of digital and print resources e.g. written reports, booklets, leaflets and flyers for a variety of audiences including professionals, frontline service staff and people affected by problem drug use.
* Support the production of video, still photograph and audio resources for a variety of audiences.
* Work with the SDF team in preparing and delivering the SDF’s events programme and support SDF’s events activity including on-day support for online and live events; representing SDF to attendees and helping ensure successful delivery of events.
* Contribute to the development of e-learning content, liaising with development staff within SDF.
* Contribute to the delivery SDF’s communications and assist with monitoring, reporting on and improving its effectiveness.
* Carry out appropriate administration work relevant to the role, administration support for strategic meetings, for example.
* Support SDF’s internal communications processes and contribute to their development.
* Ensure any enquiries and any issues which arise are dealt with or referred to the appropriate team member.
* Develop and maintain constructive working relationships with colleagues across SDF and in other organisations where appropriate.

**General**

* Keep accurate records of work planned and undertaken as per Scottish Drugs Forum requirements.
* Provide detailed written reports on work done appropriate for a variety of audiences.
* Assist with provision of reporting to SDF Board, Scottish Government and other funders.
* Support the development of new techniques and initiatives.

**Other tasks**

* To support the aims and objectives of Scottish Drugs Forum and demonstrate understanding of, and active commitment to, the ethos and objectives of SDF.
* Maintain and develop existing resources and processes that support the Comms Team and SDF more broadly in our work.
* Work collaboratively and communicate effectively with colleagues in different departments of SDF.

**Wider responsibilities**

1. Ensure, along with other staff members, 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. Undertake continuing professional development identified in discussion with the line manager.
4. 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.*

March 2021

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Specific area** | **Requirement** | **Level of requirement** |
| **Relevant experience** | * Writing for different audiences * Graphics and/or design and/or photography * Familiarity and use of a range of software applications including publishing software * Basic website design or maintenance * Video / audio production or editing * An understanding of issues of corporate communication      * Digesting large volumes of information and summarising it for a range of audiences * Maintenance of databases * Dealing in social media * Dealing with media | **Essential**                  **Desirable** |
| **Qualifications/**  **Knowledge** | * Working knowledge of the range of Microsoft Office packages including, preferably, Teams      * Educated to degree level and/or relevant professional/vocational qualification. * Evidence of continuing professional development * A higher or further education qualification in a language-based discipline; media or design. | **Essential**      **Desirable** |
| **Job related skills** | * Aptitude for familiarisation with specialist subjects with their own jargon and perspectives * Aptitude for familiarising oneself with new software * Aptitude for design and a keen visual sense * Strong communication skills – especially written * Ability to engage effectively and communicate with diverse groups with different needs and communication styles. * Ability to produce clear written materials for a variety of audiences * Ability to use individual initiative, organise and prioritise personal workload and work to deadlines. * Proven ability and commitment to working collaboratively as part of a team. * Ability to present information clearly and appropriately * Good interpersonal, negotiating and influencing skills. * Ability to digest complex information from a variety of sources (e.g. reports, statistics) and reproduce it for a variety of audiences some of whom may be unable to engage with the original. | **Essential**                                    **Desirable** |
| **Personal attributes** | * Evidence of a humane, empathic, non-judgemental attitude to people who have different backgrounds, cultures, experiences, beliefs and attitudes. * Evidence of key interpersonal skills such as active listening, cultural sensitivity, healthy working boundaries * Evidence of working / engaging with people from varying backgrounds – people using services, frontline staff ,policymakers and commissioners. * Self-motivated and able to work on own initiative. * Ability and interest in learning about social and drug-related issues | **All essential** |
| **Work circumstances** | * Willingness to travel * Willingness to work occasionally out with normal office hours.     \*ability to work effectively at home (during current pandemic) | **All essential** |

**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.

|  |  |  |
| --- | --- | --- |
| **POST APPLIED FOR: Communications Assistant  (Design, Image, Graphics)** | | **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** | **Communications Assistant (Design, Image, Graphics)** | | | |
| **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |

|  |
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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.*** |
|  |

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