21 September 2021

Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s **Development Officer – Living Experience**.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 either **Recruitment@sdf.org.uk** or **Michaelg@sdf.org.uk** by 5pm  **on 6th October 2021.**

Yours sincerely

for **Scottish Drugs Forum**

**Katharine Ronald**

Katharine Ronald

HR Manager

PERSON SPECIFICATION AND ROLE DESCRIPTION

|  |  |
| --- | --- |
| **Job Title**  | **Development Officer – Living Experience**  (3 Posts) |
| **Accountable to**  | **Senior Development Officer – Living Experience**  |
| **Salary**  | **£30,845 - £33,596**    |
| **Working Hours**  | **35 hours per week**   |
| **Term**  | **5year fixed term contract**  |
| **Area covered**  | **Scotland**   |
| **Special**  **Conditions**   | **Regular national travel and possible evening work** **Main base for the role is negotiable but regular attendance at the** **Glasgow head office will be required** **\*please note we are currently working from home \***   |

**About Scottish Drugs Forum:**

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.

**About the Project:**

Scottish Drugs Forum has been funded by the Scottish Government to deliver a new project on ensuring the opinions and experience of people living with drug problems, ‘the voice of living experience’ in Scotland informs and influences policy and the development of services across Scotland.

To support this national programme, SDF is looking to appoint **three Living Experience Development Officers**.

**About the Post Holder:**

We encourage applications from people with their own direct lived experience of problem drug use who can use their experience and their own peer networks in developing these roles. As the role requires the post holder to engage with a diverse range of people with living experience, it is essential that applicants are knowledgeable of problem use of various substances and are knowledgeable and supportive of recovery including having a sound understanding of harm reduction, all available treatment and all forms of mutual aid.

**About the Role:**

The main focus of the Development Officer’s work is to recruit, train, support and sustain local and regional networks of people with current living experience of problem drug use / being in treatment.

Regional representatives will form a national group which will inform the drug treatment and care sector, the government and the wider public about the experience of drug use, accessing and being in treatment and other support services.

The Development Officer will also explore opportunities to develop the network’s role in terms of receiving informal drug trend information including exploring scope for accessing drug checking services such as WEDINOS or local testing initiatives for substances of concern.

*Due to current COVID-19 recommendations we are currently working from home, but it is envisaged this post will have a significant amount of in person work and will require regular travel throughout Scotland and an ability to attend work in our head office based in Glasgow as required.*

**The key tasks are:**

1. **Recruiting appropriate network members** who have current living experience of problem drug use using assertive outreach techniques by directly approaching people in their environment and by utilising peer networks and local services contacts. As the project progresses, recruitment will be in conjunction with established group members.

1. **Develop and deliver training** to network members so that both new and existing members are fully trained in a variety of areas that assists them in developing their own skills and confidence to be able to participate in the groups’ activities.

1. **Identifying and supporting regional group members** to be representatives on the national group.

1. **Develop networks** and work collaboratively with support services, Alcohol and Drug Partnerships, and other appropriate service providers.

1. **Connect group members** to drug and alcohol, housing, health, mental health, mutual aid and other core services where appropriate. This will involve empowering clients to gain information and knowledge to make informed choices.

1. **To engage in development activities** with living experience network members to prepare them for other appropriate opportunities including accessing learning and development or qualifications.

1. **To offer support** towards the end of the current project timeline to identify funding opportunities and develop funding bids.

1. **To engage** with peer research team and academic partners to evaluate the project and incorporate learning into the project.

In addition, the Development Officer would have the following crucial roles:

* Ensuring that the local protocols, policies etc for any work living experience panel members are involved in are developed with the group and that all members adhere to them.
* Ensuring as far as possible the safety of members at locales where any group activity is taking place.
* Working in partnership with individuals and 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.
* Supervising finances, disbursement of expenses petty cash, etc.

**Other tasks**

1.  Support the aims and objectives of the Scottish Drugs Forum anddemonstrate 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 and internal working groups.

2.  Adhere to all internal and external SDF policies, procedures, systems and guidelines and to contribute constructively, as required to their ongoing development.

3.  Maintain positive and constructive working relationships and work collaboratively 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.

4.  Establish and maintain good external relationships with SDF stakeholders.

5.  Actively participate in supervision, appraisals and team meetings and accept responsibility for identifying and meeting continual professional development and training needs as part of an ongoing process.

 6.  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.

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

8. Secure premises, including setting alarm, as necessary.

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

*This job description is intended to outline the current requirements of the post, 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.*

|  |
| --- |
| **DEVELOPMENT OFFICER** – **LIVING EXPERIENCE****Person Specification**  |
| **Relevant Experience**  |
| * Display working experience within a relevant field – voluntary sector, community education, health or social work.
* Relevant knowledge and experience of working with vulnerable and excluded people.
* Experience of developing peer networks.
* Experience of group facilitation and managing group dynamics.
* Experience of signposting clients to a range of support services e.g. drug and alcohol, housing, health, mental health, all forms of mutual aid and other core services.

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* Experience of work with/providing support to volunteers.
* Experience of delivering assertive outreach approaches
* Experience of participation in developing successful funding bids.
* Demonstrate previous ability in developing/planning/delivering training.

  | Essential         \_\_\_\_\_\_\_\_\_ Desirable    |
| **Qualifications**  |
| * Relevant degree/professional/vocational qualification e.g. SVQ level 3 in health and social care, community development etc. and/or relevant experience

  | Essential   |
| **Job Related Skills**  |
| * Evidence of ability to effectively engage diverse groups with different needs.
* Proven record of networking and relationship building skills.
* Sound understanding of a harm reduction approach.
* Knowledge of the issues faced by people who use drugs i.e. Drug related deaths, BBV’s, homelessness.
* 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.
* Ability to produce professional and concise written materials and formal written reports or a willingness to undertake training to develop this area

  | Essential       |
| **Personal Attributes**  |
| * Evidence of key interpersonal and other core skills such as communication, active listening, empathy, compassion, patience, cultural sensitivity, respect for diversity, healthy working boundaries, non-judgemental attitudes, and an ability to manage conflict.
* Ability to work with and build relationships with people from varying backgrounds – e.g. service users, volunteers, frontline staff and local policymakers.
* Self-motivated and can work on own initiative.

   |  Essential     |
| **Work Circumstances**  |
| * Willingness to cover a wide geographical area
* Ability to drive and access to a car.
 | Essential Desirable  |
| **Protection of Vulnerable Groups**  |
| * 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  |

**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 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** **or** **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: Development Officer – LIVING EXPERIENCE**  | **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: |

|  |
| --- |
| **PERSONAL DETAILS:** |
| First Name: |  | Title: |  |
| Surname: |  |
| Address: |  |
|  |
|  |
| 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 |  |

|  |  |
| --- | --- |
|  | **BLACK, BLACK SCOTTISH, BLACK BRITISH, ASIAN, ASIAN SCOTTISH, ASIAN BRITISH** |
| Bangladeshi Indian  |  |
| Pakistan |  |
| African |  |
| Caribbean |  |
| Chinese |  |
| Other |  |
| **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.

|  |  |
| --- | --- |
| **POST APPLIED FOR** |  **Development Officer – Living Experience**  |
| **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**

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

|  |  |
| --- | --- |
| **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 2018 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** | **OR****Email:** **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.