October 2021

Dear Applicant

Thank you for your interest in the Scottish Drugs Forum (SDF)’s **Senior Officer – 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 either **Recruitment@sdf.org.uk** or **Michaelg@sdf.org.uk** by 5pm **on 27th October 2021.**

Yours sincerely

for **Scottish Drugs Forum**

**Katharine Ronald**

Katharine Ronald

HR Manager

  **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **Senior Development Officer – Inclusion & Peer Engagement** |
| **Accountable to** | **Inclusion and Peer Engagement Programme Manager** |
| **Salary** | **£35,150 - £38,379**  |
| **Working Hours** | **35 hours per week**  |
| **Area covered** | **Scotland**  |
| **Special** **Conditions**  | **Main base for the role is Glasgow head office with some national** **travel and possible evening work****\*please note we are mainly 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:**

As an Investing in Volunteers awarded organisation, Scottish Drugs Forum (SDF) has a long history of engaging volunteers, primarily around peer research.  This model has proved extremely successful in terms of outputs that have influenced service developments and change.  Also, volunteering has supported individuals to develop valuable new skills and experiences that have often led people into education, training or employment including training and employment at SDF. Most volunteers at SDF have their own lived/living experience of problem substance use and may be at different points of their own self-defined recovery. SDF regards this diversity as a significant asset that contributes to the broader success of the organisation by whichever means that is measured.

This post will build on SDF’s peer research approach and develops wider opportunities to volunteer in different aspects of SDF’s work.  The post will also involve developing alliances with volunteering organisations and explore new avenues of funding that relate specifically to volunteering, peer research and inclusion.

In terms of capacity building this post works across teams within SDF and is managed within the Peer Research and Inclusion team.

**About the Post Holder:**

The successful candidate will have an ability to work on their own initiative, to support the User Involvement Development Officers and deputise for Programme Manager according to project need. They will also have relevant experience of, or an ability to develop the necessary knowledge, to identify new funding and income streams and support development of volunteering activity across the organisation.

As the role requires the post holder to engage with a diverse range of people with lived and living experience, it is essential that any applicant is knowledgeable of problem use of various substances and is knowledgeable and supportive of the spectrum of recovery including having a sound understanding of harm reduction, all available treatment and all forms of mutual aid.

We welcome applications from people with their own direct lived experience of problem drug use and recognise that they may use their experience and their own peer networks in developing the role.

**About the Role:**

The main focus of the Senior Development Officer’s work is to support the team of user involvement development officers and other SDF staff to recruit, train, support and sustain volunteers including peer researchers with lived/living experience of problem drug use/being in treatment. They will also be required to offer line management and guidance to the User Involvement Development Officers on a variety of peer research and service evaluation projects including overseeing analysis of research findings and production of written reports for key stakeholders.

The Senior Development Officer will also explore opportunities to develop the volunteering and peer inclusion work of SDF including exploring funding and income generation opportunities alongside the Programme Manager.

*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. Provide governance and quality assurance for the peer research activity**

1. Work with user involvement development officers to agree programmes of work with commissioners of peer research and service evaluation activity. Keep accurate records of work planned and undertaken as per Scottish Drugs Forum requirements
2. Oversee and contribute to production of written reports on work done for a variety of appropriate audiences e.g. ADPs, Scottish Government. Assist with provision of reporting to funders of the project, where required.
3. Support staff with accessing ethical and clinical governance approval for research and evaluation projects.

**2. Provide line management support to staff, including developing and implementing programmes of work.**

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. This includes the production of reports to a professional standard for a variety of audiences; the analysis of data produced through research fieldwork.
3. Regularly review staff capacity and skills requirements to meet objectives and assess the developmental needs.
4. Take responsibility for the development and delivery of SDF projects in conjunction with the head of department.
5. Ensure appropriate development, implementation, monitoring evaluation and revision of work.
6. Ensure 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 the head of department.

**3. Consolidate SDF’s Volunteering and Peer Inclusion Activity**

1. Ensure a cross cutting and co-ordinated approach is taken to volunteering and peer inclusion across SDF
2. Work closely with Human Resource and other teams who supervise volunteers to maintain, monitor and review SDF’s volunteer and engagement activities and ensure policy, systems and procedures reflect good practice standards in volunteer support and protecting stakeholders
3. Ensure that SDF retains its reputation and accreditation in terms of high standard of volunteer recruitment and support as exemplified as its status as an Investor in Volunteers.
4. Work with key volunteering organisations including, for example Volunteer Scotland, in order to build wider partnerships

**4. Build SDF’s Volunteering and Peer Inclusion Capacity**

1. Develop opportunities for involvement and peer inclusion across SDF workstreams, working with Living Experience, Addiction Worker Training, Work Force Development and Hepatitis Scotland and any other appropriate work areas
2. Seek funding for specific volunteering and engagement projects for SDF to undertake and to increase SDF capacity.
3. Evaluate the impact of volunteering and engagement work.

**5. Recruit and Support SDF Volunteers**

1. Support SDF volunteers active in different areas of Scotland to network with the full organisation and each other through the organisation of joint activity, events and celebrations.
2. Support project staff to recruit and support a group of SDF volunteers which will form an integral and effective role in the delivery of SDF’s objectives.
3. Identify key areas of volunteering within SDF that such volunteers could be deployed (training, e-learning, peer research, service development, publications, policy related activity etc.)
4. Support volunteers to be engaged in specific tasks within SDF.

**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** **Senior Officer – Inclusion & Peer Engagement** |
| **Relevant Experience** |
| * Display working experience within a relevant field – substance use, mental health, voluntary sector, community education, health or social work.
* Relevant knowledge and experience of working with vulnerable and excluded people.
* Experience of recruitment, training, induction, motivation, support and management of volunteers
* Experience of conducting qualitative/quantitative research/service evaluation work e.g. surveys, interviews and focus group
* A demonstrable understanding of volunteer management processes and good practice and knowledge of the related legal issues
* Experience of service user involvement

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* Experience of participation in developing successful funding bids or income generation work
* Demonstrate previous ability in developing/planning/delivering training
* Experience of investing in volunteers awards and renewals process
 | Essential\_\_\_\_\_\_\_\_\_Desirable |
| **Qualifications** |
| * Relevant degree/professional/vocational qualification e.g. SVQ level 3/4 in health and social care, community development, management etc. and/or relevant experience
 | Essential |
| **Job Related Skills** |
| * Ability to produce professional and concise written materials and formal written reports for different audiences
* Evidence of ability to effectively engage diverse groups with different needs.
* Proven record of networking and relationship building skills and working successfully with a wide range of stakeholders.
* Sound understanding of a harm reduction and human rights-based approach to drug use
* Knowledge of the issues which can be faced by people who use drugs i.e. stigma, trauma, mental health, homelessness, BBV’s, drug related deaths
* Ability to participate and present information at high level meetings
* Ability to use individual initiative and work to tight deadlines within a changing teamwork culture.
* Working knowledge of Microsoft Office and online working
 | 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.
 | EssentialDesirable |
| **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:** **Senior Development Officer – 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 |  |

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

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| **POST APPLIED FOR** |  **Senior Development Officer – Inclusion and Peer Engagement** |
| **For administrative purposes, please ensure that you put your initials in this box:** |  | **For office use only: Applicant Number** |  |

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

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

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

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**Continue on a separate sheet if required.**

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| **EMPLOYMENT HISTORY** |

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

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

**2.**

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

**3.**

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

**PREVIOUS EMPLOYERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **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  |

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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 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.