

JOB DESCRIPTION

Job Title	Co-ordination and Development Officer, National Traineeship
Accountable to	Senior Development Officer, Employability
Salary	£36781 - £39,129
Working Hours	35 hours per week -Funded until March 2026, with potential for extension
Area covered	Scotland
Special Conditions	Home based. Willing to travel across Scotland Must be able to attend the Glasgow office as required.

About Scottish Drugs Forum:

Established in 1986, Scottish Drugs Forum (SDF) is the national, membership-based charity committed to improving Scotland's approach to drug-related issues. We influence this through our work by striving for compassionate, inclusive, evidence-informed policy and practice.

Job summary:

This post will work to ensure that people with lived and living experience of drug and alcohol problems are sufficiently represented in service delivery by driving forward the growth and development of SDF's National Traineeship.

The National Traineeship is an established traineeship programme for people with a history of complex drug and alcohol problems who have previously faced multiple barriers to employment.

The Co-ordination and Development Officer will grow an existing small network of stakeholders to support the project - placement providers (drug, alcohol, and social care agencies), employability partners, and education providers, to support and deliver the project outcomes.

With support from the Senior Development Officer, the role will also seek to establish multiple entry and employment pathways, in and out of the National Traineeship.

Key tasks:

National Traineeship Delivery

1. Increasing participant applications to the National Traineeship through: promotion of the programme; co-ordination of all recruitment activity, and development of new pathways from lived and living experience networks, and treatment and support services, into the programme.
2. Identifying on an ongoing basis, a pool of delivery partners to support the project to meet agreed outcomes.
3. Increasing trainee placement provision to broaden the experiential element of the National Traineeship for participants.
4. Local employer engagement to reduce the stigma associated with employing people with lived and living experience, thereby maintaining employment outcomes for Trainees.

5. Work closely with the Project Support Team to contribute towards established support mechanisms for trainees, primarily through one-to-one support.
6. Providing direct local support in response to operational and urgent trainee/placement matters as they arise.
7. Support SVQ activity through SVQ Assessor training supported by the SDF Learning Centre.
8. Prepare reports on the project for multiple stakeholders and general distribution as required.

Development

1. With support from the Senior Development officer and SDF Communications team, development and implementation of a communications strategy that increases the profile and value of the National Traineeship.
2. Present and promote the value, impact, and outcomes of the National Traineeship to a range of audiences including local strategic stakeholders such as the Alcohol and Drug Partnership, Employability Partnership, and Community Justice Partnership.
3. Working with the Senior Development Officer to explore the development of employment pathways in alternative vocational fields using the National Traineeship model of supported employment.
4. Supporting pathways from alternative SDF lived experience activity as it is established, in to the National Traineeship - in for example, Peer Research.
5. Supporting the fundraising work of the Senior Development Officer for increased trainee places that meet an increased/anticipated demand.
6. Contribute where required, to a range of fundraising activity including applications and relevant statistics for monitoring purposes.

Other job activities

- 1. To input into discussions about project development and to take specific responsibility in relation to operational delivery.**
 - a. Participate in regular meetings to share and exchange information.
 - b. Identify possible opportunities to further develop SDF's work.
 - c. Keep the Senior Development Officer informed of all significant operational matters.

2. To promote the National Traineeship Programme and the wider work of SDF.

- a. Support and contribute to relevant initiatives, events and networks led by partners.
- b. Ensure, in conjunction with relevant staff, that SDF's activities and funded projects gain appropriate exposure.
- c. Maintain good relationships with other organisations working in the field.
- d. Attend conferences and seminars as required and give presentations/talks or present evidence to external bodies.

3. Income generation and business development

- a. Develop and nurture relationships with commissioners, and delivery partners.
- b. Develop and seek new partnerships and fundraising opportunities.
- c. Contributing to the National Traineeship's profile and reputation by identifying positive publicity opportunities.
- d. Deputise for the Senior Development Officer when appropriate.

4. To promote Scottish Drugs Forum

- a. To actively promote SDF's membership to key stakeholders.
- b. Maintain an up-to-date knowledge of policy agendas and key influencing priorities for SDF through active engagement with external agencies, stakeholders, and policy makers.

5. To identify and produce material for inclusion in SDF's publications

- a. To ensure that all relevant information is passed onto Communications lead.
- b. To provide material for inclusion in SDF's annual reports and e-bulletin.

6. Teamwork

Teamwork is a vital aspect to the success of SDF and all members of staff are expected to:

- a. Take part in regular team and inter-departmental meetings.
- b. Cover for absent staff where applicable.
- c. Integration in wider SDF team.

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. If necessary, from time to time, to work outside normal working hours for which time off in lieu (TOIL) will be given.
- h. Secure premises, including setting alarm, as necessary.
- i. 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.

January 2025

Co-ordination and Development Officer, Employability (RWTP) - Person Specification

E = Essential D = Desirable

FACTOR	ESSENTIAL OR DESIRABLE	ASSESSMENT
RELEVANT EXPERIENCE	<p>E - Understanding of issues relating to substance use problems and employment barriers.</p> <p>E- Knowledge of social care services, in work training and relevant social care legislation.</p> <p>E - IT literate, ability to use a variety of software packages eg. Word, Excel, Outlook, MS Teams, and the internet.</p> <p>E – Experience of working directly with people who have drug and alcohol problems in a supportive capacity</p>	<p>Application form and interview</p>
	<p>D – Experience of managing drug / alcohol and / or employability services</p> <p>D - Proven track record of successful project co-ordination / management.</p> <p>D - Experience of supporting people towards a work-based qualification e.g., SVQ or PDA</p>	
QUALIFICATIONS	<p>E - Educated to degree level and/or relevant professional qualification and/or relevant experience working in social care or drug and alcohol services</p>	<p>Application form and certificates</p>
	<p>E – A qualification in work-based assessment (e.g., A1 Award / L&D9DI) or experience of a vocational qualification. OR willingness to undertake the SVQ Workplace Assessors Award (L&D9Di), supported by the SDF Learning Centre</p>	
JOB RELATED SKILLS	<p>E- Communicates ideas and information effectively.</p> <p>E- Evidence of ability to effectively engage diverse groups with different needs.</p> <p>E - Evidence of multi-agency working</p> <p>E- Evidence of being able to develop and maintain effective relationships with colleagues and stakeholders both external and internal.</p> <p>E- Proven record of producing clear written materials. For example detailed evaluation reports.</p> <p>E- A high degree of initiative, resourcefulness, flexibility and a self motivating approach to reach objectives.</p> <p>E - Ability to manage, prioritise and co-ordinate multiple tasks simultaneously and be accountable for managing workload.</p> <p>E- Able to build relationships with a wide range of frontline practitioners working with them in an engaging and collaborative manner.</p>	<p>Application form and Interview</p>

	<p>D - Evidence of ability to write funding applications</p> <p>D - Experience in training and motivating adult learners.</p>	
PERSONAL ATTRIBUTES	<p>E - Capacity to listen actively to people from varying backgrounds and to respond clearly and sensitively.</p> <p>E - Ability to apply tact, discretion and diplomacy at all times</p> <p>E- Evidence of key interpersonal skills such as active listening, cultural sensitivity, healthy working boundaries, non-judgemental and an ability to manage conflict.</p> <p>E – A supportive and considered approach</p> <p>E- A positive attitude towards supporting people through employment barriers.</p>	Assessed at interview and from references.
WORK CIRCUMSTANCES	<p>E – Ability to work effectively at home.</p> <p>E - Willingness to travel, current geography including regular travel around Highland and occasional visits to Glasgow.</p> <p>E – Have a flexible approach.</p>	Interview
PVG	<p>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.</p>	