

## JOB DESCRIPTION

<b>Organisation</b>	Drugline Lancashire Ltd /SHIVER
<b>Job Title</b>	Central Lancashire HIV Voluntary Sector Provision (CLASS) Project Co-ordinator
<b>Office Base</b>	Preston. Travelling is required in order to carry out some duties
<b>Hours / Week</b>	35-Some flexibility of hours is required, and some evening work
<b>Leave</b>	22 days per year plus statutory holidays; plus 5 additional days after 5 years full and unbroken service
<b>Salary</b>	£26,325.96
<b>Reporting Line</b>	Project Manager/Strategic Director Council of Management and Purchasers of the Drugline service
<b>Other Key Working Relationships</b>	To relate positively to other team members, volunteer staff and clients To create a welcoming atmosphere for clients, volunteer staff and other professionals To liaise with appropriate voluntary and statutory services to whom service users may be referred, and who may refer service users To liaise with appropriate voluntary and statutory services who may offer resources, and to whom we may offer resources To maintain a professional relationship with service users seeking help To develop active partnerships and co-working practice with appropriate services To work co-operatively with other funders of the service
<b>Purpose of Job</b>	To be responsible for the co-ordination, delivery and development of the Central Lancashire HIV Voluntary Sector Provision. This includes supporting the development of information, training and educational materials, actively networking and raise project awareness, supporting the development of the projects direct services, supporting the development of project tools and volunteering tools, support the provision of direct services, offer presentation and training, keep up to date with HIV and Sexual health working and practice, support the development of monitoring tools and utilise tools to aid monitoring of the project and reporting and support the administration of the project.. To ensure that the aims, objectives and outcome related targets of funding bids are met, whilst working to Drugline's philosophy.
<b>Role Profile</b>	
<b>Number</b>	<b>Title</b>
	<b>AA - Help individuals access substance misuse services</b>
AA1	Recognise indications of substance misuse and refer individuals to specialists
AA4	Promote people's equality, diversity and rights
	<b>AC - Develop practice in the delivery of services</b>
AC1	Develop your own knowledge and practice
AC2	Make use of supervision
	<b>AD - Educate people about substance use, health and social well-being</b>
AD1	Raise awareness about substances, their use and effects
AD2	Facilitate learning through presentations and activities
AD3	Facilitate group learning
	<b>AF - Assess substance misusers' needs for care</b>
AF2	Carry out assessment to identify and prioritise needs

	<b>AG - Plan and review integrated programmes of care for substance misusers</b>
AG2	Contribute to the development, provision and review of care programmes

Number	Title
	<b>BB - Promote the organisation and its services</b>
BB1	Promote your organisation and its services to stakeholders
	<b>BD - Provide a healthy, safe, secure and suitable environment for the delivery of services</b>
BD3	Ensure own actions reduce risks to health and safety
	<b>BE - Manage information</b>
BE2	Provide information to support decision making
BE6	Preparing reports and returns
	<b>BF - Manage the organisation's human resources</b>
BF10	Contribute to the recruitment and placement of volunteers
BF11	Plan, organise and monitor the work of volunteers
	<b>BI - Manage relationships</b>
BI1	Develop productive working relationships
BI2	Develop and sustain arrangements for joint working between workers and agencies
	<b>NOS in Learning and Development</b>
A1	Assess candidates using a range of methods
L4	Design learning programmes
L6	Develop training sessions
L7	Prepare and develop resources to support learning
L9	Create a climate that promotes learning
L15	Support and advise individual learners
L17	Evaluate and improve learning and development programmes
	<b>Tasks Not Mapped to National Occupational Standards</b>
	Undertake project administration, co-ordination and development
	Take appropriate action in situations where problems arise, under the direction of the Project Manager
	Comply with the organization's ethos, policies and procedures
	Undertake office / duty cover on a rota basis
<b>Additional Duties</b>	It is in the nature of the work that tasks and responsibilities are, in many circumstances, unpredictable and varied. All members of staff are therefore expected to work in a flexible way when the occasion arises, to undertake tasks that are not specifically covered in their job description. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included on the job description in consultation with the member of staff.
<b>Training</b>	There will be opportunities for training at Drugline. All staff are expected to participate in obtaining the national occupational standards for substance misuse (DANOS) or Sexual Health.

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<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Physical</b>	n/a	n/a
<b>2. Education &amp; training</b>	Evidence of education to degree standard and/or comparable counselling/training qualifications (A)	
<b>3. Experience</b>	<p>Experience of initiating and delivering training and education programmes (A &amp; I)</p> <p>Experience of complying to an organisation's ethos, policies and procedures (A &amp; I)</p> <p>Experience of providing supervision</p>	<p>Experience of working within the voluntary sector (A &amp; I)</p> <p>Experience of working within a counselling or mentoring service (A &amp; I)</p> <p>Experience in the recruitment, selection, induction, support and management of a volunteer workforce.</p>
<b>4. Specialist skills &amp; knowledge</b>	<p>Excellent communication skills both oral and written (A &amp; I)</p> <p>Using computer to assist with work activities and administrative duties (A)</p> <p>An up to date knowledge of HIV and Sexual Health (A &amp; I)</p> <p>Group Work Skills (A &amp; I)</p> <p>Listening &amp; Counselling Skills (A &amp; I)</p> <p>Ability to liaise with other agencies and professionals (A &amp; I)</p>	<p>Research &amp; Evaluation skills (A &amp; I)</p> <p>Ability to support and challenge other workers (A &amp; I)</p> <p>Ability to assess and action care-plans to meet individual needs (A &amp; I)</p> <p>Ability to administer cash floats and oversee budgets (A &amp; I)</p> <p>Ability to create learning and development plans (A &amp; I)</p> <p>Ability to support an individuals learning aims (A &amp; I)</p> <p>Develop and maintain information and education resources (A &amp; I)</p> <p>Knowledge of appropriate local support agencies and services (A &amp; I)</p>

<b>5. Personal qualities</b>	<p>Ability to work with innovation, drive, persistence and determination (A &amp; I)</p> <p>Ability to work positively with others and make use of supervision (A &amp; I)</p> <p>Confidence in individual and group settings (A &amp; I)</p> <p>Ability to develop appropriate relationships with, e.g. volunteers / learners / clients (A &amp; I)</p> <p>Good social and presentation skills (A &amp; I)</p> <p>Understanding of the importance of recognising the differing needs of people and the provision of a service which meets equal opportunities standards (A &amp; I)</p> <p>Ability to work in a flexible way (A &amp; I)</p> <p>Ability to work in stressful situations and to meet deadlines (A &amp; I)</p>	
<b>6. Social circumstances</b>	Ability to work some afternoon/ evening shifts per week (e.g. 2.30pm – 9.30pm) (A)	

# Drugline – Lancashire Ltd      Application Form

<b>Vacancy Details</b>
<b>Post Applied For:</b>
<b>Salary/Reference No:</b>
<b>To Be Received By (date):</b>

The information provided on this application will remain private and confidential and will be used for the purpose of selection/recruitment. The form is divided into three parts. Please complete all three parts. Please do not separate any part of the form. Where the application is successful the organisation may, from time to time, wish to process this information (as update periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses. On completion please return this form to:  
Julia Goodman - HR/Finance Manager  
2 Union Court, Union Street, Preston Lancashire PR1 2HD

**Please read all instructions carefully before completing this form. Please write in your own handwriting in black ink or ballpoint pen, since it will be necessary to photocopy your application.**

<b>Personal Details – please complete in block capitals (Confidential)</b>	
Surname:	First Names:
Address: _____ _____	
_____	Postcode: _____
Home Tel No:	Work Tel No: (if can be used)
Date of birth:	
Contact details: Telephone Home:	Telephone Work:
Mobile:	E-mail:

<b>Driving</b>	
Ability to Drive:	Yes <input type="checkbox"/> No <input type="checkbox"/> [Need only be completed where is a requirement of the job]
Do you hold a current full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your driving licence free of endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any points or driving convictions, including any pending convictions (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended))	

<b>Personal Details (Confidential) continued</b>	
<p>Are there any adjustments that may be required to be made should you be invited for interview? If yes, please give details</p>	
<b>Referees</b>	
<p>Please give the name, address and telephone number of two referees, one of whom should be your most recent or present employer. It is our practice to approach referees of short listed candidates only. If you wish us to delay approaching your referees, please tick the appropriate boxes clearly:</p>	
<p>1.            Present/Most Recent Employer <input type="checkbox"/></p>	<p>2.            Other Referee <input type="checkbox"/></p>
<p>Name: _____</p>	<p>Name: _____</p>
<p>Address: _____                      _____                      _____</p>	<p>Address: _____                      _____                      _____</p>
<p>Postcode: _____</p>	<p>Postcode: _____</p>
<p>Tel No: _____</p>	<p>Tel No: _____</p>

<b>Criminal Offences, or any Legal Proceedings Pending?</b>
<p>“ Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1997 (Exemptions Order) 1975. Applicants are, therefore, not entitled to withhold information about any police record which for other purposes are ‘spent’ under the provisions of the Act, and in the event of being accepted as a volunteer or member of staff, any failure to disclose such a record could result in dismissal or disciplinary action by Drugline. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the Order applies. ” You will be required to undertake a Criminal Records Bureau (CRB) Disclosure upon offer of employment</p>
<p>Have you ever been convicted of a criminal offence, or do you have any legal proceedings pending?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>If YES, please give details (continue on a separate sheet if necessary)</p> <p>_____</p> <p>_____</p> <p>_____</p>

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<b>Education &amp; Qualifications</b>			
Where applicable please include details of examinations which have been or about to be taken, but results of which are not yet available.			
<b>Secondary Education:</b>			
<b>Subject</b>	<b>Qualification Gained</b>	<b>Grade</b>	<b>Date</b>
<b>Other Education:</b>			
<b>Subject</b>	<b>Qualification Gained</b>	<b>Grade</b>	<b>Date</b>
<b>Professional Qualifications</b>			
<b>Name of Professional Body</b>	<b>Membership Grade</b>	<b>Was membership gained by examination?</b>	<b>Date</b>

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## Employment History

Give details of your present or most recent employer, your reasons for leaving and the amount of notice required. If you are a school leaver, please include details of vacation employment.

**Present or Most Recent Employer:**

Name & Address of Employer	Dates From    To	Reason for Leaving	Notice Required	Salary

Describe your main duties and responsibilities within the organisation: [continue on a separate sheet if necessary]

**Job Title:** \_\_\_\_\_

**Main Duties and Responsibilities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all other employers including part time and unpaid work. Account for any gaps in employment. [continue on a separate sheet if necessary]

**All Other Employers:**

Name & Address of Employer	Position Held & Grade (if possible)	From (month/year)	To (month/year)	Final Salary at each Appointment	Reasons for Leaving

<b>Personal Development:</b>
Please include any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable:
<b>Computer Literacy:</b>
Please specify level of competence and software packages you have used in the past:
<b>Public Duty Commitments:</b>
Do you have armed service/public duty commitments? (e.g. are you a member of the TA/ a JP/ a local councillor etc.)
<b>Other Information:</b>
How/where did you learn of this vacancy:
Have you made an application to Drugline before? If yes, please give details:
<b>Eligibility to Work in the UK:</b>
Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state what documentation you can provide to demonstrate this, e.g. British Passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.
<b>Health:</b>
<b>Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process</b>
Are you in good health? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any health/disability problem(s) which may be relevant to the position applied for
Please describe below any reasonable adjustments you feel should be made to the job itself which would enable you to carry out the job duties

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## Data Protection Statement:

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment processes.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above)

## Declaration:

I declare to the best of my knowledge and belief that all particulars I have given on this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the company as satisfactory

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form to:  
Drugline – Lancashire Ltd, 2 Union Court, Union Street, Preston, Lancashire PR1 2HD  
Registered Charity No: 1032520



# Drugline- Lancashire Ltd Equal Opportunities and Diversity Monitoring Form

We would be grateful if you would assist Drugline-Lancashire in our aim of promoting equal opportunities and diversity in employment by completing the questions on this form. All information given in this document will be treated in the strictest confidence, only viewed by the by the HR department and will not form part of the appointment process. The information is only used principally to assist the organisation to improve and review its equality and diversity practices. The information on this sheet will be separated from your application as soon as it is received.

Drugline recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Drugline-Lancashire Ltd aims to be an equal opportunity employer. To help us achieve this we would be grateful if you could answer the following questions.

1. Gender  Male  Female  Trans

2. Marital /Partnership Status (tick box):

- Married/Civil Partnership or single with equivalent responsibilities
- Widowed
- Single
- Divorced
- Partnership

3. Nationality: (please state)

4. How would you describe your ethnic origin?

## White

- A** British
- B** Irish
- C** Any other white background   
(please write in)

## Black or black British

- M** Caribbean
- N** African
- P** Any other black background   
(please write in)

## Mixed

- D** White and black Caribbean
- E** White and black African
- F** White and Asian
- G** Any other mixed background   
(please write in)

## Other ethnic groups

- R** Chinese
- S** Any other ethnic groups
- Z** Not stated

## Asian or Asian British

- H** Indian
- J** Pakistani
- K** Bangladeshi
- L** Any other Asian background   
(please write in)

5. Do you consider yourself as having a disability within the meaning of the Disability Discrimination Act 1995 (see below for definition)?

Yes                       No

If yes, please state nature of disability:

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12<sup>th</sup> January 1995 and 2<sup>nd</sup> December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA)

The DDA states 'a person has a disability if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day to day activities'

The person must satisfy the four criteria in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005

If you wish you may disclose information about yourself in this section about your:

**Sexuality:**

**Religion:**

*For Office Use only*

Reference Number \_\_\_\_\_ Short-listed  Appointed