

**REAL TALK**  
**Young Persons Substance Misuse Project Lead**  
**Job Description**

<b>Job title:</b>	Programme Lead (Young Persons)
<b>Responsible to:</b>	EACH Recovery Support Services Manager
<b>Location:</b>	EACH Brent Office and Satellite working in London Borough of Brent
<b>Hours of work:</b>	xx hours per week on a sessional basis
<b>Information:</b>	This post is funded The London Mayors Office and is subject to the performance requirements of its Service Level Agreement.

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### **Main Purpose**

1. To lead on developing REAL TALK, a new substance misuse support service, targeting young people primarily from BAME communities aged 14-21 living in the London Borough of Brent. This includes designing, setting up and delivering a range of interventions to enable young people to manage and reduce their use of substances, operating at times to enable access, including out of hours.
2. To lead on developing and managing partnerships within the local community and statutory services, and integrate the service within EACH's counselling and support services.
3. To promote REAL TALK to the local community, community and statutory agencies and professionals within Brent
4. To lead on recruiting, training and managing young people involved in the project per year as well as youth support volunteers.

### **Main tasks and responsibilities**

1. Plan and deliver a programme of high quality, youth led, broad based personal development activities for young people that address substance misuse and its impact.
2. Establish and nurture partnerships to enable joint working and referral pathways with, community, statutory agencies and EACH's own services especially those who are underrepresented in treatment, e.g. BME communities, care leavers, NEETS..
3. Undertake relevant consultations and use feedback to inform service development.
4. Monitor and record information in line with funding agreements and ensure robust systems are in place to do so to ensure targets and outcomes are being met.
5. Carry a case load of clients, undertaking assessments, developing support plans, enabling joint working with professionals to improve outcomes for young people and their families
6. Implement and work within EACH's policies, especially safeguarding policies for adults and children.
7. Promote the service and engage with young people and their families, including promotional material for the project ad related events.
8. Work flexibly to develop and provide weekly services for emotional and practical support.

### **Service delivery**

1. Develop and provide outreach based or satellite provision in appropriate safe locations within the borough
2. Share learning, promoting best practice within EACH and with local partnerships.
3. Promote the service to community organisations, potential service users, professionals and agencies.
4. Develop and maintain record keeping for internal and external monitoring and evaluation..
5. Conduct management supervision of volunteers and facilitate case management meetings.

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6. Actively engage with team members and work constructively with colleagues and managers in all aspects of the work.
7. Participate fully with the agreed support structures for the post, including managerial supervision, case management, training events, team meetings, planning days for EACH.
8. Conduct all work within statutory responsibilities and within EACH's policies, procedures and professional guidelines e.g. GDPR, Risk Management, Child Protection, Code of Ethics, Health & Safety and confidentiality policy.
9. Work at all times with respect and sensitivity to the needs of volunteers and service users; ensuring they are listened to and that action required is consistently delivered.
10. Contribute to the development of user involvement within the organisation. .
11. Promote the aims and objectives and EACH and represent EACH at external meetings related to the work and as required by the manager.
12. Contribute to the review and development of EACH's policies and practice.
13. Undertake all duties in line with the objectives of the post and any other duties consistent with the responsibilities of this post.
14. Where appropriate, sessional/staff may be asked to work at EACH's projects in the different centres. Staff may also be required to work hours additional to contract hours, for which time off in lieu will be given.

#### Job Description Review

From time to time, this job description will be reviewed in line with the requirements of the project and other developments in the area of substance misuse.

**Please see the person specification overleaf for use in your supporting statement**

#### PERSON SPECIFICATION REAL TALK Project Lead

The Person Specification states the minimum knowledge, skills and experience required to carry out the job and is used for both short listing candidates for interview and to identify the areas to explore in an interview. Please **show examples** of how you meet the essential criteria in your supporting statement.

E = Essential criteria;

D = Desirable criteria

	Criteria
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<b>1</b>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working directly with children and young people</li> <li>• Experience in a senior/specialist position-coordinating programmes for children and young people</li> <li>• Experience of planning and delivering youth and community activities/projects</li> <li>• Experience of managing youth volunteers/ volunteer counsellors</li> <li>• Experience of promoting a service to professionals, community and service users.</li> <li>• Experience of monitoring and recording</li> <li>• Experience of working in a multi-cultural environment</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<b>2</b>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of current, local community substance/ crime issues and agendas.</li> <li>• Knowledge of methods to engage, consult and involve young people in personal development programmes.</li> <li>• Knowledge of the role of community organisations in regeneration and community development</li> <li>• Significant knowledge and understanding of safeguarding and child protection policies and procedures relating to children, young people and vulnerable adults</li> <li>• Understanding of the range and impact of therapeutic approaches to working with children and young people</li> <li>• Understanding of impact of Substance misuse on families and communities</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>
<b>3</b>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to work with a wide range of individuals, statutory agencies and community organisations</li> <li>• Able to communicate effectively and creatively with diverse audiences, verbally and written</li> <li>• Competency in IT (Word, Excel, Outlook)</li> </ul>	<p>D</p> <p>E</p> <p>E</p>
<b>4</b>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Willing &amp; able to work flexible, unsociable hours including regular evenings and weekends</li> <li>• Commitment to EACH Diversity, safeguarding and other relevant and applicable Policies</li> </ul>	<p>E</p> <p>E</p>