



Dear Applicant

Thank you for enquiring about a vacancy in Liber8 Lanarkshire

With this letter you will find;

- Liber8 Lanarkshire information
- Application Guidance Notes
- Job Description
- Person Specification

Please complete and return your application in line with the application form guidelines, before the closing date given in the advertisement.

Shortlisting for advertised posts is generally done during the week following the closing date. In order to keep administrative costs as low as possible, individual applications are not acknowledged. If you have not heard from us within 4 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Please return your completed application form either by email or post it to the appropriate address below.

Applications should be returned by **Friday 5 November 2021 at 5pm** to:

Liber8 Lanarkshire

1/3 Station Road Blantyre South Lanarkshire G72 9AA

Or emailed to admin@liber8.org.uk

Liber8 Lanarkshire: Information

Liber8 has operated in Lanarkshire for over 17 years; our mission is to improve the health, mental health, wellbeing and the quality of people's lives, with a particular regard to reducing the negative impact of alcohol and substance use on the individual, families and communities.

Our guiding principles, that we believe are essential, are based on the enduring fundamentals of service provision and the ethos held within Liber8, which are:

- open access available to everyone.
- choice for our service users.
- the improvement of the health and wellbeing for all and
- quality assurance - to provide the best quality service to those most in need.

We operate in accordance with our values of:

- **Passion:** engaging emotionally
- **Respect:** valuing each and every individual
- **Compassion:** kindness, caring, and genuine willingness, to help others
- **Healing:** promoting health of mind and body for all
- **Empathy:** experiencing the feelings, thoughts, and experience, of another
- **Caring:** promoting health, healing, and the installation of hope
- **Recovery:** positive recovery and growth for everyone

From our inception, we have promoted a positive recovery focused ethos, challenging stereotypes, and work to reduce stigma. We welcome the involvement of people with lived experience and recovery in all areas of our organisation. Liber8's original passion, belief, hopes and faith remains resolute today; if anything, these have become stronger with experience; thus, the principle of recovery continues to be a focus for our work.

Our aims are:

- **Improve** the health and wellbeing of individuals and families.
- **Limit** the harm associated by all types of misuse.
- **Offer** earlier interventions to prevent escalating health problems
- **Focus** on improving and enhancing health and wellbeing.
- **Promote** and encourage an ethos of safe and sensible attitudes towards alcohol /substance use.
- **Reduce** the negative impact of alcohol and substance misuse on the individual, families and communities.
- **Provide** support which promotes positive change and minimises the impact of addiction.
- **Remain** responsive to and reflective of the diversity among individuals, families and communities.
- **Practice** a positive recovery focused ethos, challenging stereotype and reducing stigma.
- **Identify** and implement the most appropriate evidence-based interventions
- **Provide** outcome focused services reflective of the needs of individuals and families

Our current services include:

- **Talking Matters:** Generic Counselling Service
- **Talk2US;** Counselling service for parents
- **GOTO:** mental health project for young people aged 14-21
- **STAR:** Service for Trauma Addiction and Recovery
- **StreetBase:** diversionary youth project
- **The Beacons:** hosting four locality-based Recovery Hubs in South Lanarkshire

We also provide school counselling and have a Fast-track counselling service

Application Guidance Notes

Please read these notes carefully before completing your application form. This is important as it provides the only information, we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

General Points

- It is an occupational requirement that applications are open to women only, as permitted under Schedule 9 of the Equality Act 2010.
- Please complete the application form in type or black ink.
- CV's will not be accepted.
- We will be unable to consider incomplete applications.
- If you need any help completing the form, please contact us.
- If you have not heard from us within 4 weeks of the closing date, please assume that you have not been shortlisted.

Qualifications and Training

- Please only tell us about any qualifications and training which you feel are relevant to the post you are applying for.
- If your application is successful, you will need to provide us with original documentation to support any qualifications or awards you have disclosed in the recruitment process.

Employment Experience

- Please provide details of your employment, past and present. If you have developed relevant skills through voluntary work, please include them.
- Please ensure your account for any gaps in your education and employment history.

Diversity Monitoring

- Liber8 is committed to equal opportunities in our recruitment process. As part of our commitment to make equal opportunities a reality, we monitor the response to our job vacancies.

Disqualification from working with children or vulnerable adults

If you are disqualified from working with children or vulnerable adults, we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified in the section Criminal Convictions.

Returning the form

- You should keep a copy of the form, if possible, as the interview may include questions about the information given.
- Please return your completed application form as instructed in the accompanying letter, by the closing date. Applications received after the closing date will not be considered.

Application form and Diversity Monitoring sheet can be downloaded from <https://liber8.org.uk/index.php?id=14> or by emailing admin@liber8.org.uk

Closing Date: Applications should be returned by Friday 5th November @ 5pm

Liber8 Project Lead: Information Pack

Initiative	Women's Project
Job Title	Project Lead
Located/Base	Based in Liber8 Blantyre working across 4 Localities in South Lanarkshire
Hours	35 hrs
Salary	£28,210.00
Reports To	Liber8's Lead Officer
Purpose of Job Role	<p>Liber8 are seeking to recruit an experienced Project Lead to head up a new team and to support the successful establishment and mobilisation of a new Women's Project. This new project will be delivered collaboratively with Women's Aid South Lanarkshire and East Renfrewshire (WASLER)</p> <p>This project will provide tailored services to fill the existing gap for a distinctive group of women who are, have been or are at risk of being affected by substance use and gender-based violence. It will incorporate holistic person-centred integrated pathways, interventions, and opportunities, including, 1-1 specialist support provided by WASLER specialists; group work; wellbeing programme; safe drop in spaces; prevention, education, and self-development activities. The project will assist women to keep safe, grow in confidence, feel empowered and re-join their communities as valued, contributing citizens; a right often denied to them due to intense isolation experienced.</p> <p>As a Project Lead, you will</p> <ul style="list-style-type: none"> ▪ Lead and coordinate the project, including, the opportunities, activities, and support for women. ▪ Build close working relationships with partners. ▪ Relationship management, liaison and communication with a range of external agencies, partners and third sector organisations to create pathways, local partnerships and seek opportunities ▪ Facilitate the smooth running of the project including outreach and premise-based sessions aimed at women affected by substance use and gendered based violence. ▪ Responsible for the day-to-day operational management, collation of data and evidence and reporting against all targets and requirements of the workplan and the Equally Safe Fund. ▪ Attend all relevant meetings as and when directed or identified, which will include attendance at multiagency meetings. ▪ Raise greater awareness of women and GBV amongst professionals' external organisations ▪ Provide day to day support, mentoring and line management of the project team and volunteers ▪ Ensuring safeguarding and risk management policies and procedures are operational and adhered to ▪ Ensure accurate and relevant evaluation and monitoring of the project. ▪ Providing, data collation and specific reports to the Steering Group and ES Fund as required. ▪ Work collaboratively with staff, and volunteers to provide a psychologically and trauma informed environment for women <p>You will have strong, evidence-based leadership and culture change skills, ensuring high quality activities are delivered consistently that adhere to best practice guidelines. You will lead a diverse team of staff and have direct line- management responsibilities for a range of posts and differing disciplines. You will be responsible for addressing performance issues to ensure that contractual output targets are achieved. You will be required to ensure that client data is recorded accurately and produce reports in a timely manner in order that the initiative meets contractual, administrative and financial requirements.</p> <p>You will provide management, leadership and coaching to your team making sure the initiative achieves quality and team productivity standards. You'll also need to balance your day-to-day operational responsibilities with meetings and additional project work to make sure all objectives are achieved</p> <p>The successful applicant will lead an exciting new project which encourages creativity, innovation and joining an energised team with a can-do attitude.</p>

Key Skills of the Project Lead –

- **Leadership:** leading teams from different departments / disciplines to achieve goals.
- **Implementation:** implement and nurture a trauma informed person-centred project for staff and women
- **Communication:** ensuring that communication is ongoing and effective between different elements
- **Team working** fostering an environment of teamwork to ensure a healthy working environment and one in that all targets are delivered on time and goals are met.
- **Initiative:** The ability to work alone and take a lead when hurdles arise or when tasks require completion.
- **Planning:** staying ahead of the game and ensuring that plans for the future are clearly labelled out for everyone to follow.
- **Problem Solving:** adapting to the ever-changing environment and reacting quickly to meet challenges.
- **IT Skills:** Ability to collate and create management reports as required
- **Presentation:** Presenting ideas and results to different stakeholders across the business including staff and senior management.

Responsibilities include:

Planning	<ul style="list-style-type: none">▪ Planning and organising team activities, tasks and workplans▪ Planning, scheduling, and reviewing workload in conjunction with staff to make sure targets are being met▪ Responsible for the production, procurement, and planning of daily operations▪ Creating and updating a Project Annual Operating Plan▪ Identifying and addressing challenges and opportunities for the project
Leadership & Management	<ul style="list-style-type: none">▪ Effective management of the staff, including developing and maintaining an effective team▪ Providing a leadership support function to the team and motivating staff to achieve goals, whilst promoting a healthy team culture that encourages top performance and high morale▪ Promoting effective two-way communication throughout the project and project Advisory Group▪ Co-ordinating and chairing team meetings, including ensuring the compilation and distribution of papers and minutes▪ Conducting team annual appraisals and personal development plans▪ Managing the team to ensure individuals collate and provide the agreed relevant data to enable the accurate and timely reporting of the project
Performance Management	<ul style="list-style-type: none">▪ Assisting in the management of the performance of the project proposing changes to practice as and when required▪ Actively assisting in the management of activity to ensure optimal deployment of resources for effective contract delivery▪ Ensuring all standards and key performance indicators are achieved▪ Contributing to the development of operational objectives within the project, which are consistent and aligned to local and national strategic policies and priorities▪ Co-ordinating the collation of information to support the projects monitoring of objectives and undertake activities to support their achievement as directed by the aims and objectives of the project▪ Contributing to the development of effective governance, risk management and controls assurance systems, ensuring that procedures are embedded into the culture of the project▪ Ensuring the team engage in self-care, work within healthy boundaries
Partnership Working	<ul style="list-style-type: none">▪ Working collaboratively with all stakeholders to progress the projects values and mission, and support achievement of short and long-term goals.▪ Wider collaborative working with existing and new stakeholders to expand understanding of the project ethos and to encourage active engagement
Information management	<ul style="list-style-type: none">▪ They will be expected to communicate sensitive information regarding the performance and will undertake formal presentations.▪ Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.▪ Ensuring compliance with GDPR and Data Protection requirements with regard to maintaining confidentiality within the project and ensuring the safe and secure handling, storage, retention, and destruction of personal data

