



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 Development Worker Information Pack

| | |
|---------------------|---|
| Initiative | Women's Project |
| Job Title | Project Development Worker |
| Located/Base | Based in Liber8 Blantyre: working across 4 localities in South Lanarkshire |
| Hours | 28 hrs |
| Salary | £24,934.00 (pro rata) |
| Reports To | Project Lead |

Job Description

Job Role: Project Development Worker

Purpose of Job Role

Liber8 are seeking to recruit 2 Project Development Workers to join our 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)

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 programmes; 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.

As a Project Development Worker, you will

- undertake outreach activities in each of South Lanarkshire's four localities; this will facilitate the necessary networking, connections and collaborative practices between colleagues and relevant stakeholders
- working collaboratively with their WASLER colleagues who will be providing 1-1 specialist support to women, children and young people (WCYP) who have, or are experiencing domestic abuse
- gather data incorporating a needs-based assessment within each of the 4 localities in South Lanarkshire (Hamilton/Blantyre; Clydesdale/Lanark; Cambuslang/Rutherglen and East Kilbride) and tailoring and developing responses to those needs
- deliver community awareness raising in order to tackle stigma and discrimination and raise awareness of gender-based violence implementing communication, dissemination and awareness raising strategies to promote our activities
- linking in with partners, statutory and third sector, gathering up to date information regarding trends and themes around current issues
- using a trauma informed approach, create safe spaces for women to discuss issues and share knowledge and provide an awareness in the subject matter
- develop and provide recovery focused activities, linking with other addiction services across South Lanarkshire to identify women to engage in recovery communities

- working in partnership with the Beacons team to utilise their premises and other partners premises to have allocated space and time for gender-based activities to address the sensitive issues they may experience in relation to substance use and violence.
- deliver wellbeing programmes operated throughout the 4 localities, an ongoing rolling programme rotated in not only the Beacons premises but in partner venues to offer the widest possible access to as many women as possible
- develop gender specific programmes to address gender inequality and highlight the work in relation to violence against women and girls
- assist to develop holistic pathways for women taking cognisance of their needs
- help to develop and deliver workshops and sessions aimed at prevention and education.
- work closely with women with lived experience on an individual and group basis, offering practical and emotional support in a trauma informed practice
- work with people in a way that promotes equality, facilitates recovery, and supports the development of the persons sense of control over their lives and recovery journey
- provide information and advice on substance use issues and recovery enquiries to women, partner organisations and other professionals in order to provide accurate information and improve general treatment and care provision.
- support and contribute to relevant initiatives, events and networks led by the project lead and partners.
- develop and maintain good relationships with other organisations and partners working in the field.
- Assist the project lead with the monitoring, planning of the services provided, especially in response to the feedback of women and producing reports as required.
- Other activities relevant to the post remit

The successful applicant will be part of an exciting and progressive new project which encourages creativity, innovation and joining an energised team with a can-do attitude.

Person Specification

| | Project Development Worker | Essential: Desirable: |
|--|---|---|
| Qualifications & Experience: | <ul style="list-style-type: none"> ▪ SVQ 2/3 in healthcare or demonstrable relevant previous experience working with people who have mental health and/or addiction problems ▪ At least 6-month experience working in a similar discipline or environment ▪ Understand the impact of alcohol or drug use on women, families, and communities. ▪ Understand gender-based violence and the challenges of women & girls ▪ Demonstrates a commitment to supporting recovery from alcohol and/or drug use ▪ Able to work as part of a team. ▪ Ability to work autonomously and prioritise workload under direction ▪ Experience of working in a related community setting | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> |
| Skills, Experience & Knowledge: | <ul style="list-style-type: none"> ▪ Deep understanding and experience of working through collaboration and participation, within volunteers, participants, or user focused environment. ▪ Knowledge of child and adult protection ▪ Knowledge of trauma informed practices / approaches ▪ A working knowledge of Microsoft Office / IT ▪ Experience of supporting people, taking a person-centred approach ▪ Capable of building strong relationships with internal and external stakeholders to ensure they meet ever changing requirements ▪ Awareness of using activities as a tool to achieve personal goals ▪ Practical problem-solving skills and ability to suggest options/alternatives ▪ Awareness and experience of working with women experiencing alcohol or substance use issues ▪ Sensitivity and understanding to peoples different, educational, economic, cultural, or racial backgrounds ▪ Knowledge of and experience of working with people who have lived experience | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> |
| Personal Attributes | <ul style="list-style-type: none"> ▪ Evidence of key interpersonal skills such as active listening, healthy working boundaries, non-judgemental and an ability to manage conflict. ▪ Evidence of working with people from varying backgrounds – service users, volunteers, frontline staff, and partner agencies ▪ Self-motivated and can work on own initiative. ▪ Flexible and hands on, can do, approach to work ▪ Excellent communication and time management skills | <p>Essential</p> |
| Work requirements | <ul style="list-style-type: none"> ▪ Ability to drive and access to a car. ▪ Flexible work patterns including evenings and weekends. ▪ This post is subject to Membership of the Protection of Vulnerable Groups Scheme (PVG) and a disclosure satisfactory to Liber8 is required. ▪ It is an occupational requirement that applications are open to women only, as permitted under Schedule 9 of the Equality Act 2010. | <p>Essential</p> |
| Communications and relationships | <ul style="list-style-type: none"> ▪ The post holder is required to be able to develop and maintain internal and external positive working relationships with colleagues and partner agencies ▪ The post holder will be able to create, develop, and maintain trust-based relationships with women, using skills and experience and including core conditions for example, warmth, empathy, compassion, and non-judgemental approach | <p>Essential</p> |