**Direct Secondment Opportunity for a**

**Drugs and Alcohol Dependency Community Partner in DWP**

Department for Work and Pensions

**Reference number DA1**

**Closing date: 17th November 2017**



Location

The Drugs and Alcohol Dependency Community Partner will have a base location of Belle Vale Jobcentre Plus office, however the role involves regular travel across all locations listed below.

Merseyside covers – Everton, Kirkby, West Derby, Birkenhead, Bromborough, Upton, Runcorn, Widnes, St. Helens, Bootle, Crosby, Southport, Aintree, Belle Vale, Garston, Huyton, Edge Hill, Toxteth, Williamson Square and Wavertree.

About the job

**Job description**

The Drugs and Alcohol Dependency Community Partner role is a new and exciting opportunity to be part of a team of Community Partners working collaboratively with the third sector in strengthening awareness and understanding within Jobcentre Plus of the issues associated with dependency on drugs and alcohol and associated mental health conditions.

This includes enhancing the support offered to customers with dependency on drugs and alcohol and associated mental health conditions.

**Person specification**

**Essential Criteria**:

1. Lived experience or in-depth understanding of issues specifically associated with dependency on drugs and alcohol including mental health, and the barriers and stigma people with dependencies on drugs and alcohol face in everyday life and may encounter when seeking and sustaining long term employment.

2. Strong written and verbal communication skills and the ability to work collaboratively and as part of a team to deliver outcomes.

3. An ability to effectively provide advice, coaching and support to groups of colleagues using their knowledge and experiences around the barriers and stigma people with dependencies on drugs and alcohol face in everyday life, and may encounter when seeking and sustaining long term employment. This includes communicating confidently to a range of stakeholders.

4. A good understanding of recovery measures from drugs and alcohol dependency, the mutually-reinforcing relationship between employment and recovery and the issues specifically associated with dependency on drugs and alcohol including mental health an ability to effectively articulate this and communicate confidently to a range of stakeholders.

5. The ability to demonstrate empathy and carry out work in a person-centred way, to deliver solution focussed outcomes and identify various ways to overcome barriers.

6. Good knowledge of existing drugs and alcohol dependency recovery services. Have experience of facilitating partnership working and collaborating with a range of service providers, such as employment, health and social services in the area, to identify or develop new provision.

**Responsibilities/Tasks:**

Provide valuable insight and expert advice on issues specifically associated with dependency on drugs and alcohol including mental health and the barriers faced by people when seeking to find employment.

Strengthen the understanding of Jobcentre Plus staff, partners and potential employers by:

* Delivering training sessions to jobcentre staff as and when required, to enhance understanding of different challenges faced by individuals with issues specifically associated with dependency on drugs and alcohol including mental health and the nature of support required. Building work coach’s confidence when engaging with customers with dependencies on drugs and alcohol. This will include the nature of support required.
* Delivering regular, one-to-one and ad-hoc coaching on issues specifically associated with dependency on drugs and alcohol including mental health, specifically relating to the impact they can have on employability and employment outcomes
* Actively participating in case conferencing, suggesting possible interventions, supporting work coaches with the implementation of solutions and recommendations
* Supporting with complex case reviews by providing advice and potential solutions
* Working in partnership to identify appropriate support in the local community, including actively contributing to the development of the Community Mentoring Network
* Supporting Employer Engagement staff to overcome barriers to engaging with employers, including the stigma around dependencies on drugs and alcohol with other related mental health issues

Use knowledge and networks to:

* Identify the use of local drugs and alcohol dependency recovery services to offer a wider range of provision and strengthen the local district provision tool
* Collaborate with drugs and alcohol dependency recovery services, to enable more streamlined, person-centred and holistic support for individuals
* Strengthen learning pathways, work experience and training opportunities
* Support the development of the Community Mentoring Network to identify personalised tailored coaching and advice. Support and encourage employers to develop their own mentoring programmes, from employee to employee or to other local businesses
* Actively support a Community Partners national network to share learning, best practice and information on service provision

**Bu**ild awareness and engagement within the jobcentre district by promoting:

* Recovery-focused services in the community, and how people sign up to take part
* Particular considerations around the Access to Work Scheme for customers and employers and providing support where necessary to help them utilise the scheme.

**Applying for the role:**

We need examples from you of how you meet each of the essential criteria listed in the Job Description and any details of any experience you have with the areas described in the Job Description. If you are interested in the role please forward a CV with the above details to Julie Helsby by 17th November 2017. Julie.M.Helsby@dwp.gsi.gov.uk

You may be contacted to arrange a meeting to discuss the role further.

Things you need to know

**Reasonable adjustments** can be arranged to enable you to attend the discussion and support you to perform the role. If you require adjustments for the discussion please contact Julie Helsby – Julie.M.Helsby@dwp.gsi.gov.uk

**A secondment cannot commence** until pre employment checks are completed and a Secondment Agreement is in place with your current employer. This means it could be up to 5 weeks before the secondment starts**.**

**Salary**

You will continue to be paid your present salary by your home employer during the secondment.

**Pension**

Your pension contributions will continue to be covered by your Home Employer during the secondment

**Grade**

The job is graded at Higher Executive Officer and the salary range applicable to this role is: National £28,307 - £32,239.

**Length of employment**

12 months on Secondment

**Business area and type of role**

Operations – Operational Delivery

**Working pattern –** can be Flexible working, Full-time, Job share, Part-time

**Hours**

Up to 37 –to be detailed in the Secondee Agreement

**Terms and Conditions**

To detail in in the secondee agreement

**Security**

Successful candidates must pass a disclosure and barring security check.

Successful candidates must pass [basic security checks](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard).

**Nationality statement**

Candidates will be subject to [UK immigration](https://www.gov.uk/browse/visas-immigration/work-visas/) requirements as well as [Civil Service nationality rules](https://www.gov.uk/government/publications/nationality-rules).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

You will need to provide identity verification see [CSR - Verification of Identity documentation v2 (160527) Opens in new window](https://files.civilservicejobs.service.gov.uk/admin/fairs/apptrack/download.cgi?SID=b3duZXI9NTA3MDEzOSZvd25lcnR5cGU9ZmFpciZkb2NfdHlwZT12YWMmZG9jX2lkPTU5NDMzNSZ2ZXJpZnk9ZDBhOWM1MDYxMzg0M2M3YTQ2N2E2MzE4MWMxNTk2NjMmcmVxc2lnPTE1MDU0ODExMzItZmZjMjc3ZDA0NzUyNmQyMzYxN2QzZDNmZGM0MTc2MTJhNmU4Zjk5Yw==) (pdf, 246kB)

**Nationality requirements**

Open to UK, [Commonwealth](http://thecommonwealth.org/member-countries) and [European Economic Area (EEA)](https://www.gov.uk/eu-eea) and certain non EEA nationals. Further information on whether you are able to apply is available [here](https://www.gov.uk/government/publications/nationality-rules).

**Working for the Civil Service**

The [Civil Service Code](http://civilservicecommission.independent.gov.uk/code/) sets out the standards of behaviour expected of civil servants.

**Further information**

As part of pre-employment screening you will be subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant’s details held on the IFD will be refused employment.





