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| **JOB DESCRIPTION** | **Training Officer Ref No: TPKNT/04/17** |
| **RESPONSIBLE TO** | **Service Manager**  |
| **LOCATION** | **Primarily Magherafelt, and from regional offices across Northern Ireland when required** |
| **LENGTH OF POST** | **This post is a Maternity Cover (up to 9 months)** |
| **HOURS** | **35 hours** |
| **SALARY** | **Keyworker grade: NJC Point 25 £22,658 Pro Rata Plus 4% pension**  |
| **OVERALL PURPOSE**ASCERT has grown to become one of the leading and best known providers of drug and alcohol services in Northern Ireland. We have extensive experience of service development, planning and delivery across a range of disciplines and successfully delivering substantial contracts on behalf of public bodies.ASCERT provide a wide range of services across Northern Ireland including training, treatment, and community services operating from bases in Lisburn, Omagh, Magherafelt and Belfast. We are strongly linked to policy development and implementation of strategy at a regional and local level through direct service delivery and partnership working.We would wish to recruit a dynamic and experienced person to deliver training within the work of our training services. You will have knowledge and experience of training and development and in the delivery of services addressing alcohol and drug use. The post-holder will be part of ASCERT’s Targeted Prevention Services team. You will be responsible for the design & delivery of training programmes to targeted groups within existing and future training service contracts. |
| **Key Responsibilities**  | Be an active member of the Training Services team contributing to the development and delivery of its annual service plan |
| Develop training products to meet the needs of customers |
| Develop training programmes in response to emerging and changing needs to meet the objectives of service contracts. |
| Deliver training programmes as required to deliver service contracts |
| Assess trainees in line with programme requirements  |
| Ensure a high quality service is delivered in line with the service objectives, service specification and KPI’s. |
| Delivery of age appropriate life skills and harm reduction programmes for use with vulnerable young people using, or at-risk of using, substances. |
| Raise awareness and increase knowledge and understanding of the risks of using/misusing substances |
| Promote resilience in young people through enhancing social and lifeskills and enabling participants to make informed decisions |
| Raise awareness of, and promote strategies to reduce or avoid, OWN HARM (harm to self) as a result of using/misusing substances in young people |
| Raise awareness of, and promote strategies to reduce or avoid, ELSE HARM (harm to or by others) as a result of using/misusing substances among young people |
| Work collaboratively with colleagues to further develop ASCERT services |
| Review programmes to ensure accuracy and compliance complies with quality standards, legislation and codes of practice. |
| Evaluate activities to improve continuous quality improvement and promote best practice. |
| Provide services that are under pinned by best practice in the drug and alcohol field. |
| Participation in the on-going monitoring and evaluation of the ASCERT Services |
| To keep accurate and up to date written records of all service activities regularly report to the Service manager as required, ensuring service monitoring requirements are met |
| To work responsibly and professionally in partnership with other agencies in the delivery of the ASCERT Services |
| Attend staff meetings and participate supervision and support processes |
| Help with the induction and orientation of new staff, volunteers and students. |
| To carry out other responsibilities as commensurate with the post |
| **Professional Development**  | Maintain and develop personal expertise and knowledge by reading, networking and further training in order to develop professional competence and to contribute to the development of competence within the team. |
| Ensure professional development by seeking regular supervision and annual appraisals, and through training. |
| Be accountable and responsible for own professional practice, operating in line with professional code of conduct and within organisational policy and procedures. |

Main duties and responsibilities in line with (DANOS) Drug and Alcohol National Occupational Standards

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|  (DANOS) Description | DANOS Code |
| Promote the organisations and its services | BB |
| Deliver services to specifications | BC |
| Provide a healthy, safe, secure and suitable environment for the delivery of services | BD |
| Manage information | BE |
| Manage the organisations financial resources | BG |
| Provide administrative support for the delivery of services | BH |
| Promote, monitor and maintain health, safety and security in the working environment | HSC32  |
| Reflect on and develop your practice | HSC33 |
| Promote choice, wellbeing and the protection of all individuals | HSC35  |
| Contribute to the protection of individuals from harm and abuse | **HSC335** |
| Receive, analyses, process, use and store information | HSC3115 |
| Supplying information for management control | BE4 |
| C6.9 | Trainers are aware of professional boundaries and remain professional in the facilitation of training to ensure a safe learning environment. | C2.4 C3.43.5 C3.6C3.7 |
| C6.10 | Persons delivering training have sufficient subject matter knowledge and skills in training delivery | C2.1 C2.2 |
| C6.13 | Individuals responsible for the delivery of training have a clear knowledge and understanding of available relevant support resources. | C2.4 C3.33.4 C3.5 |

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| **PERSON SPECIFICATION** |
| **The following ESSENTIAL criteria must be clearly evidenced in section (1) in the application form. Failure to do so will result in a candidate not being selected for interview.** |
| **A:** A professionally recognised third level qualification (e.g. a qualification in education, youth and community work, social work, health and social care) |
| **B:** 1 years’ experience of delivering personal development or health and social wellbeing programmes to young people between 11 and 25;Or5 years of experience of delivering personal development or health and social wellbeing programmes to young people between 11 and 25. |
| **The following DESIRABLE criteria should be evidenced in section (2) in the application form.**  |
| **E:** Advanced Motivational Interviewing (MI) |
| **F:** Applied Suicide Intervention Skills Training (ASIST) (within the last 3 years) |
| **G:** SafeTalk (within the last 3 years) |
| **H:** A relevant qualification in substance misuse(e.g. OCN/OCR/CCEA Level 2 or above) |
| **I:** Mental Health First Aid (within the last 3 years) |
| **The following Criteria will be assessed at interview stage only** |
| **J:** Excellent oral and written communication skills  |
| **K:** Sound planning and organisational skills  |
| **L:** Excellent IT skills across a number of different applications |
| **M:** Ability to travel regionally to deliver services access to a car and a full UK driving license or guaranteed access to other appropriate form of private transport |
| **N:** Effective team player  |
| **O:** Empathy with ASCERT’s purpose and values  |
| **P:** Willing and able to work unsocial hours including evenings and weekends (with notice)  |