**HURT (Have your tomorrows)**

**Job Description**

**Job Title:** Project Officer

**Duration:** Permanent position for 12 months (possible extension to 2027)

**Key Function:** To support the implementation of all aspects of the Our Steps Our Future project including the facilitation of a range of accredited and non accredited programmes. This role will require the successful engagement of people at risk from substance misuse, self harm, poor mental health and who may be involved with the justice system. This project officer will deliver and facilitate substance misuse information and awareness programmes to the group of participants to community groups throughout the Derry and Strabane Council area. The project is funded by the International Fund for Ireland and managed by Rural Action.

**Responsible to:** Centre Manager

**Location:** HURT. 14 Clarendon St Derry/Londonderry

**Hours per week:** 37.5 Hours

**Salary:** NJC Salary Scale 5 : £26,500

**Key Duties**

1. To play a positive and proactive role as a member of a team to ensure the successful implementation of the HURT Our Steps Our Future programme.
2. To design and deliver a range of programmes including Personal Development, Interview skills, targeting individuals impacted by substance misuse poor mental health not in employment education or training and who may be in contact with the Justice system. .
3. Development of appropriate training materials and resources to assist in the delivery of the programme.
4. Support the HURTs management to identify and recruit 15 people who fit within the key target groups of programmes across Derry and Strabane council areas.
5. To assist with the promotion and dissemination of learning from the Our Steps Our Future project with all relevant stakeholders.
6. To provide evidenced based intervention programmes, on both a one to one and group work basis.
7. To engage with other statutory and voluntary sector organisations to enhance the quality and range of opportunities available for project participants.
8. To lead on implementing all necessary policies and procedures to ensure that all activities are compliant with relevant legislation (e.g. health and safety, child protection etc).
9. To implement procedures for monitoring and evaluation to help articulate the impact of all interventions.
10. To report to the funder on issues related to the project as requested completing monthly reports.
11. To report to the centre manager with timely reports detailing progress, achievements and outstanding issues.
12. To attend management meetings and provide a written report detailing progress and outstanding issues.

**Other Duties**

1. Participate and contribute to any meetings, forums and events as required by HURT.
2. Any other duties which contribute to a successful and positive programme and be available to work outside normal office hours as required.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

It is essential that candidates possess the following:

**Experience / Educational Attainments:**

* A minimum of third level qualification in a related field.
* A minimum of 2 years ‘experience of working with young people in a Community based setting or similar environment, facilitating programmes.

Experience of working with people who are marginalised or socially excluded.

**Skills/Abilities:**

* Effective written and oral communication skills including report writing and presentation skills.
* Effective personal and interpersonal skills and ability to relate to people particularly those who experience issues associated with substance use. on a one to one and group basis.
* Effective and proven project management skills, including the ability to work on own initiative and within a team environment to meet tight deadlines.
* The ability to co-ordinate a range of activities within a local community.
* The ability to maintain effective administrative systems in line with the post’s organisational duties.
* Experience of managing budgets and compliance with funders requirements.
* The ability to establish and maintain effective links with other key statutory, community and voluntary sector agencies.
* Competency in IT skills.
* A full driver's licence & access to a form of transport which will enable the post holder to meet the requirements of the post in full.
* Flexible approach to working hours evening and weekend work is a pre-requisite within this post.

**Desirable Criteria:**

* Experience of facilitating and delivering accredited and/or non-accredited training.
* Planning, organisation and delivery of community development events and initiatives.
* Experience of substance misuse issues.
* Experience of funding applications and budget management.
* Naloxone training.

**Note: HURT reserves the right to amend criteria if required to do so.**

APPLICATION FORM

PRIVATE & CONFIDENTIAL

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| --- | --- |
| **POST:** Project OfficerOur Steps Our Future | **CLOSING DATE:**26/07/2024By 4pm |

Please complete all sections of this application form accurately, giving as many details as possible of your skills and experience relating to this job application and personnel specification. Please note CV’s must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. **HURT reserves the right to shortlist only those applicants who appear from the information supplied in the application form to meet the requirements of the post, as detailed in the personnel specification. Only those shortlisted will be progressed to the next stage of the recruitment process.**

**APPLICATIONS WILL BE ACCEPTED BY E-MAIL OR POST.**

Please complete the application form along with a separate envelope containing the Equal Opportunities Monitoring Questionnaire and return by post in an envelope clearly marked ‘Private and Confidential’ to Dessie Kyle, Manager, 14 Clarendon Street Derry BT48 7ET. By 4 pm on 26/07/2024

Email Applications: dessie@hurtni.org

Project /Intervention Worker

# A P P L I C A T I O N F O R M

SURNAME: MR/MRS/MS/Other

FORENAMES:

ADDRESS:

POSTCODE:

TELEPHONE NO: Work Home:

Mobile: Email:

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| --- |
| Secondary & Further Education |
| Subjects | Grade |
|  |  |

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| --- |
| University/Third Level Education |
|  |  |
| University/College | Degree/Other Qualifications Awarded (Please State Class & Division) |
|  |  |
| Professional Qualification |
| Qualification | Exam Date | Result |
|  |  |  |

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| --- |
| Employment History (Please start with your present or most recent employment) |
| DatesTo & From | Name & Address of Employer | Position Held & BriefOutline of Duties | Reason for Leaving | Salary |
|  |  |  |  |  |

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| Medical History/Disability |
| In line with the Disability Discrimination Act 1995, a disability is defined as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Please detail if you consider yourself as having a disability. |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |

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| A full driving licence and access to transport for work purposes or access to another form of transport that would allow the post holder to meet the travel requirements of the post is essential for this post.Please indicate if you meet this requirement Yes NoA flexible approach to working hours evening and weekend work is a pre-requisite within this post. Yes NoPlease indicate if you meet this requirement   |

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| Accompanying Statement – ESSENTIAL CRITERIA |
| Please use this part of the application form to describe how you feel you meet the essential criteria for the post. The panel will use the information to assess your application against the criteria for the post. (max. 200 words) |
| At least 2 years’ experience of working with people presenting with substance misuse issues. or similar environment. (max. 200 words) |
| Effective written and oral communication skills including report writing and presentation skills. (max. 200 words) |
| Effective personal and interpersonal skills and ability to relate to people particularly those who experience forms of marginalisation and social exclusion impacted with substance misuse on a one to one and group basis. (max. 200 words) |
| Effective and proven project management skills, including the ability to work on own initiative and within a team environment to meet tight deadlines. (max. 200 words) |
| Experience of managing budgets and compliance with funders requirements. (max. 200 words) |
| The ability to establish and maintain effective links with other key statutory, community and voluntary sector agencies. (max. 200 words) |
| Competency in IT skills. (max. 200 words) |

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| Accompanying Statement – DESIRABLE CRITERIA |
| Please use this part of the application form to describe how you feel you meet the desirable criteria for the post. The panel will use the information to assess your application against the criteria for the post.  |
| Experience of working or volunteering with a community-based programme. (max. 200 words) |
| Experience of facilitating and delivering accredited and/or non-accredited training (max. 200 words) |

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| --- |
| Date you would be free to take up the post, if appointed:  |

|  |
| --- |
| **REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage. |
| *Current Employer - (Or if not currently employed, most recent Employer)* | *Other* |
| Name: Position: Address: Tel No:  | Name: Position: Address: Tel No:  |

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| --- |
| Are you eligible to work in the UK: You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |

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| I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.Signature of Applicant: ......................................................... Date: ................................ |

Please return the completed form by the closing date clearly marked ‘Private and Confidential’ to Dessie Kyle Manager HURT 14 Clarendon Street BT48 7ET or email **dessie@hurtni.org.uk**

FSCAA

Monitoring Questionnaire

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our employees, as required by the Fair Employment (NI) Order 1998.

**1. Perceived Religious Affiliation**

|  |  |
| --- | --- |
| I am a member of the Protestant community | 🞏 |
| I am a member of the Roman Catholic community  | 🞏 |
| I am a member of neither the Protestant nor Roman Catholic community  | 🞏 |

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**2. Gender**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate whether you are: | Female | 🞏 | Male  | 🞏 |

**3. Disability**

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition, do you consider yourself to have a disability?

Yes 🞏 No 🞏

1. **Age Band**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *16 – 20*  | 🞏 | *21 – 30*  | 🞏 | *31 – 40*  | 🞏 | 65+ | 🞏 |
| *41 – 50*  | 🞏 | *51 – 60*  | 🞏 | *61 – 65*  | 🞏 |  |  |

***5. Cultural/Ethnic Origin***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *White*  | 🞏 | *Pakistani* | 🞏 | *Chinese* | 🞏 |
| *Traveller* | 🞏 | *Black/African-Caribbean* | 🞏 | *Indian* | 🞏 |
| *Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |