Role Specification Drop-in Services Project Worker

Responsible to:	Drop-in Services Co-ordinator
Starting Salary:	£27779 for 35 hours weekly, £14286 pro rata for 18 hours weekly
Working Hours:	18 hours over Mon-Saturday as arranged, including each weekly Friday and Saturday 1-5pm. Some evening work may also be required.
Location:	32-32A Cockburn Street, Edinburgh EH1 1PB

Crew seeks to reduce harm from stimulant drug taking and improve public health, working with people who take drugs and a wide range of local, national and international partners.

ROLE PURPOSE

You'll provide low-threshold advice, information and support about stimulant drugs and sexual health in a busy, public Drop-in environment, facilitating opportunities for peer education for young people aged 12-25 as well as dealing with queries from the public and working with Crew's volunteer peer educators.

MAIN DUTIES AND RESPONSIBILITIES

- Co-ordinating and supervising activities and volunteers in the Drop-in shop, including weekly Fridays and Saturday openings 1-5PM
- Providing Brief Intervention support work with Drop-in visitors around drug taking and sexual health, particularly young people aged 12-25 years.
- Assisting with measuring impact of Drop-in services by regular daily and events-based data collection to support the Drop-in Services Coordinator with analysing and reporting
- Providing Take Home Naloxone training, C:Card services, pregnancy testing, STI and blood-borne virus (BBV) testing

- Supporting service development and capitalising on new opportunities, while prioritising agreed targets
- Responsibility for general cleanliness of the Drop-in
- Responsibility for regular stock taking and recording, and ordering supplies
- Assisting with maintaining Drop-in volunteer shift rota and securing volunteers to take up shifts
- Providing regular 1-2-1 support and supervision of volunteers
- Helping with induction and continuing training for volunteers alongside Coordinators, and occasional support with organising volunteer events
- Maintaining contact and communications with the Crew staff team, contributing to Crew team meetings, Drop-in team meetings and other meetings as required
- Attending regular support and supervision meetings with your line manager
- Supporting the work of Crew in covering any reasonable request. Any request that becomes a regular activity will be added to your task description in negotiation with you.

PERSON SPECIFICATION

Essential	Desirable
Aptitude/Abilities/Skills	
Ability to work as part of a team, working collaboratively with colleagues Ability to balance a variety of competing priorities, meet deadlines, and self-manage considerable workload Ability to respond positively to constructive feedback and use reflective practice to improve Ability to support service development and capitalise on new opportunities, while prioritising agreed targets	Ability to build positive relationships with and motivate volunteers Understanding of social media communications and how young people engage with them

Ability to work collaboratively with other organisations Excellent verbal and written communication skills IT applications including MS Office (Word, Outlook, Excel etc) Carry out monitoring and evaluation tasks	

Previous Experience	
Experience of working with people from different communities Providing evidence-based 1-2-1 support to young people e.g. Brief Interventions Working with drugs and/or sexual health issues Track record of effective self-care	Working to improve the health and wellbeing of young people Working in a drop-in or community centre environment Previous working with volunteers including providing support and supervision Social media communications Petty Cash handling

Education Knowledge	
Youth Work or community education qualification or equivalent OR at least 1 years' experience of working in a young people's setting	Training within the last 5 years in: • Sexual health or psychostimulant drug use issues • Motivational Interviewing • Brief Interventions / 1-2-1 support • Adult and child protection • C: Card • STI or Blood Borne Virus (BBV) dry blood spot testing • Pregnancy testing • First Aid/First Aid at Work qualification or equivalent • Take Home Naloxone
Attitudes Personality	
Commitment to Crew's ethos and understanding of the need to work with people to effect positive changes Commitment to organisational values: • Accepting: non-judgemental, unconditional positive regard	

• Genuine: being genuine and real with each other • Empathic: understanding other people's journeys • Justice-focused: acting to change the balance of power towards justice, equality and human dignity • Accountable: we trust in our courage to own mistakes and learn from them; we are realistic about what we commit to do, and we do it	

Other	
Ability to work flexible hours weekly including fixed weekly Fridays and Saturdays 13.00 – 17.00	