**Addictions Support & Counselling (ASC) – Forth Valley**

**Background Information on ASC and the role of Administrator**

1. We are a voluntary organisation and charity that has been working in the Forth Valley area since 1975. For the past two years we have also been working in the South Lanarkshire and North Lanarkshire Council areas. We are constituted as a charitable company limited by guarantee and we are recognised as a charity by the Office of the Scottish Charity Regulator (OSCR). We currently employ 25 staff, some of whom are part time and our turnover is approximately £750K per year. Some of our staff are deployed to work at other locations across Forth Valley.
2. The Scottish Government describes the voluntary sector as the third sector to distinguish it from the public (or statutory sector) and the private sector. We are commissioned by the three local authorities in the Forth Valley area (Clackmannanshire Council, Falkirk Council and Stirling Council) and NHS Forth Valley to provide services on their behalf, therefore we often described as a third sector provider of substance misuse services.
3. Our main business is in helping people recover from substance misuse. Substance misuse is the generic description of problems arising from the use and misuse of alcohol and/or illegal or legally prescribed drugs and tranquillisers. We also have a strategic interest in working in partnership with other agencies to tackle health inequalities, poverty and social exclusion because these are crucial factors that influence substance misuse.
4. There are several definitions of recovery. We understand recovery to be a process whereby individuals are helped to move away from problematic substance misuse towards a harm free and satisfactory lifestyle that encourages them to become active and contributory members of society.
5. There are several values that influence and underpin our work. We believe that each person who has a substance misuse problem is a unique person with his or her own experiences, strengths, aspirations and weaknesses and that each person is capable of recovering from substance misuse. We also recognise that many people affected by substance misuse are often heavily stigmatised and are socially excluded from community life. In helping people to recover from substance misuse, we believe it is necessary to address common problems of low self-esteem and of worthlessness.
6. Within our professional staff team there are individuals who are in recovery from substance misuse and others whose lives have been affected by family members’ drinking or drug use. Some staff have also being involved with the Criminal Justice system and have experienced imprisonment.

1. We currently provide a range of counselling, community rehabilitation and peer development services for people affected by substance misuse to help them on their recovery journey. We work in partnership with several organisations to try and help achieve common goals and we some of our staff are deployed to work within other organisations and services.
2. We offer services to anyone who lives in Forth Valley and who;

* Is aged 16 years or over,
* Has a substance misuse problem or is affected by someone else’s substance misuse,
* Wants to change his or her substance misuse

We also offer counselling services for people affected by gambling problems. All of our services are free to the people who use them and we can accept referrals from any source including self-referrals.

1. The majority of our services are arranged on an appointment basis only, although for some of the groups that we run, people can drop in to attend them without giving us prior notice. We operate a strict zero tolerance for anyone visiting our premises in that people must be drug and alcohol free when they call. As befits an organisation that has been in existence for over 40 years, our services are organised, well run and effective.
2. Our office is on the top floor of a tenement building in Falkirk town centre. The pace of day to day life varies because on certain days there may be up to three groups running with self-referrals and telephone calls that can make for a busy day. On other days it can be quieter as there may be no groups running.
3. The successful post holders would be joining a friendly, professional and dedicated team of staff who are committed to supporting people to make real changes in their lives. In common with many organisations, we have experienced many changes due to the introduction of data bases and electronic recording of day to day work and the post holders must be comfortable in working with data bases.
4. One of the main tasks of the administrator is to provide reception cover and administrative support to staff and management. You will ensure the smooth running of the organisation by ensuring that staff have access to resources and reliable office support.
5. Reception duties will involve answering phones and dealing with enquiries, as well as greeting visitors to the service. You will be the first point of contact for those wishing to access the organisation, which will mean speaking to individuals both in person and over the phone on a daily basis. The role will involve taking referrals from those wishing to start counselling or group work so you will be dealing with sensitive and confidential information.
6. The administrative role will mainly involve working with a variety of computer systems and databases on a frequent basis in order to ensure that electronic records are up to date and that the organisation is complying with external monitoring targets. You will also ensure that the office is fully operational by ensuring that there are sufficient resources available for the staff, such as forms, stationery and leaflets. Additionally, you will assist the Service Manager and Chief Executive in any administrative task they require assistance with and you will provide secretarial and administrative support to the Board of Directors meetings on a rotational basis.
7. The post can allow you to develop your knowledge of substance misuse and of the services and types of support available to the public in the Forth valley area. The role allows for continued professional development through acessing local training days and conferences provided by partnership organisations, NHS Forth Valley and other training providers
8. The post holder is expected to adhere to high standards of confidentiality at all times as he or she will be handling sensitive information about staff, volunteers and service users including details about health, personal circumstances and involvement with social work and criminal justice services.

Paul L Mooney

Chief Executive

Nov 2018