

**Glasgow Council on Alcohol** 14 North Claremont Street, Glasgow G3 7LE

**0141 353 1800**

**JOB TITLE: School Engagement Officer (Multiple Risk Prevention and**

**Education)**

**Hours: 14 hours per week during Term Time (including some evenings and weekends). The post is temporary and is funded until 31st March 2020.**

**Flexible working, part-time hours, or job-sharing arrangements will be considered**

**SALARY:** **£21,141 - £23,197 (Pro rata if part time)**

#### MAIN FUNCTION / RESPONSIBILITY:

The School Engagement Officer will provide a community based multi risk prevention programme for the young people and teachers across Glasgow city, in partnership with other statutory, voluntary and community agencies.

#### REPORTING RELATIONSHIPS:

The School Engagement Officer reports to the Service Coordinator.

#### KEY RESULT AREAS:

#### The postholder will:

* Assist in development of multiple risk prevention strategies
* Provide direct prevention and education programmes for identified school year groups working to principles of good practice in relation to equality and diversity
* Prepare and deliver presentations, interactive workshops and training programmes to pupils , teachers and other relevant stakeholders
* Record and evaluate the effectiveness of the multi risk programmes utilising the database project management system
* Promote consistent practice and standards in relation to Alcohol and Drug Prevention and Education practice.

#### MAIN DUTIES

* Assist in development of multi risk prevention and education programmes within schools in the local area, in accordance with national and local themes and outcomes
* Prepare and deliver presentations, interactive workshops and training programmes to pupils, teachers and other relevant stakeholders
* Update and further develop “current thinking” in the area of multi risk and apply this to the preparation of prevention and education programmes
* Liaise closely with other statutory, voluntary and community organisations as appropriate in the carrying out of these duties
* Record and evaluate the effectiveness of the multi risk prevention strategies, keeping these and other records in accordance with GCA guidelines and procedures
* Develop and deliver a consistent and progressive programme on multi risk within Glasgow City’s learning communities

#### PERSON SPECIFICATION

**Multiple Risk Prevention and Education Schools Worker**

**E = Essential D = Desirable**

**QUALIFICATIONS**

* + Community Education Certificate D
  + Health Education/Promotion Certificate D
  + Training Qualification D
  + Clean current UK driving license D

#### SKILLS

* + Good written and verbal communication skills E
  + Good interpersonal skills E
  + Planning and co-ordination skills E
  + Ability to engage with groups of people across age ranges E
  + Presentation Skills E
  + Education and training skills D
  + Team working skills E
  + Networking E
  + Ability to motivate and engage young people E
  + Ability to deliver multiple risk interventions E

#### EXPERIENCE OF

* + Working with young people in a community setting E
  + Education, training and delivering presentations D
  + Health promotion or community development work D
  + Inter-agency and partnership working D
  + Working in a school setting D

#### KNOWLEDGE OF

* + Current issues relating to young people E
  + Social model of health D
  + Prevention and Education approaches D

#### PERSONAL ATTRIBUTES

* + Proactive E
  + Self-directed E
  + Self-motivating E
  + Enthusiasm for working in innovative ways E