

**Post of Upcycling/Life Skills Supervisor**

**Application pack**

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# Introduction and background information

## Positive discrimination applied to this post

An area of local need which has been identified relates to women and girls who, for a variety of personal reasons, are uncomfortable in a work or leisure situation with men or boys. This may be related to past or present domestic abuse, or sexual abuse in childhood or adulthood. It has been decided to make timetabled provision for women/girls only groups within the upcycling/life skills operation. Therefore, the decision has been taken to employ positive discrimination in making the appointment to the role of supervisor and only to consider applications from suitably qualified/experienced women.

Advice has been sought, concluding that this is an entirely reasonable approach and acceptable within the broad parameters of employment law and the Equality Act 2010.

## Applying for the post on offer

Please read this pack in its entirety, then apply using the enclosed electronic form. This should be returned by **5.00p.m. on 14 May 2021**, by email to [mhairi@alternativeswd.org](mailto:mhairi@alternativeswd.org) .

Please add your surname to the name of the file as you save it before sending.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

## Alternatives West Dunbartonshire Community Drug Services (Alternatives)

### History and achievements

Alternatives has been established since 1996 as a charitable company, with premises across West Dunbartonshire. Its operation base currently consists of:

* A main office in Quay Street, Dumbarton;
* A secondary office in Alexander Street, Clydebank;
* A 14-bed ‘Safe House’ in Jean Armour Drive, Clydebank;
* 11 x 2-bedroom ‘scatter flats’ in Drumry; and
* A catering operation within the Concord Community Centre, Dumbarton.

Alternatives’ core theme and purpose is to facilitate the personal journey from chaos to wholeness for individuals who have a substance dependency, by normalising a lifestyle without such a dependency.

Much of Alternatives’ core work is through its Service Level Agreement (SLA) with West Dunbartonshire Council for the delivery of community-based group work with service users in recovery from dependency on substances. Some of these service users are housed in the Safe House and associated scatter flats as part of their recovery journey, out with the SLA. The Care Inspectorate has recently awarded Alternatives a score of 6s across the board for its core work, the highest mark available and 5s for the rest, still an excellent accolade. This was the subject of a Private Member’s Motion in the Scottish Parliament during January 2020, where Alternatives and its team were praised and endorsed.

### Social enterprises

New social enterprises as safe, therapeutic work placement opportunities are being developed within the operational structure through 2020/21, to take in a horticulture operation, **an upcycling/life skills operation** and an expansion of the piloted catering operation. A heritage-based operation will also follow in due course.

### Work placement opportunities for Alternatives recovery clients

These will be delivered as:

* ‘Tasters’ of the various social enterprise activities across Year One, with an ‘employability’ module taking up some of each week;
* A selected 2-year placement across Years Two and Three, based on the end-of-year review, leading towards a recognised qualification; and
* The possibility of continuing to work in this area from Year Four, as a volunteer/mentor and then potentially as a paid supervisor.

The operation will grow from Years One to Three as follows (per social enterprise), subject to funding and future operating environment:

* Year One: up to 6 trainees at a time, doing 3-month tasters = up to 6;
* Year Two: as Year One, plus the first intake of the 2-year training placement = up to 12;
* Year Three: as Year Two, plus the second year of the 2-year training placement = up to 18; and
* Year Four and onward: as Year Three = up to 18.

### Qualifications

The social enterprises will all contain routes to qualifications, ranging from Adult Achievement Awards to SVQs and National Progression Awards, working with Newbattle Abbey College (AAA) and the Scottish Qualifications Authority (SVQ/NPA).

### Discount scheme

We will be developing very soon a card-based membership scheme, to give a slight discount for buying food, fresh produce, upcycled goods, etc. This is to allow us to supply identical cards to referred families with children in poverty as defined by the government, to allow a significant discount when presented at the till. This will allow discounted hot meals for their family in the cafeterias, and the discounted purchase of fresh produce from the horticulture operation, whilst preserving anonymity and dignity.

# Job description

We wish to appoint an Upcycling/Life Skills Supervisor, as described within this application pack. They will be appointed @4 days/week, for 6 months initially, with the possibility of continuation subject to funding and to satisfactory performance.

We need someone with a mix of skills and experience to take in:

* Developing and delivering an upcycling/life skills programme of activities;
* supervision of small teams;
* developing a training programme in upcycling/life skills;
* training of individuals; and
* working with community groups and volunteers.

The upcycling/life skills operation will focus on:

* recycling fabrics, metal and wood to create useful objects and artistic creations;
* teaching life skills such as painting, wallpapering, replacing a fuse, wiring a plug, simple home management, simple repairs in the home, etc.

This role may be suitable for an internal or external secondment, as part of the candidate’s continuing professional development.

PVG Scheme Membership is required for this post.

Alternatives operates an Equal Opportunities Policy.

**Job title**: Upcycling/Life Skills Supervisor (6 months, fixed-term initially, with the possibility of continuation, subject to funding and satisfactory performance)

**Place of work**: Various, mainly Castlehill.

**Employer**: Alternatives West Dunbartonshire Community Drug Services (Alternatives)

**Reporting to**: Deputy Manager, Alternatives

**Salary**: £19,168 per annum (£23,960 full-time equivalent at *pro rata* @4 days/week)

**Hours**: 28 hours, variable, to suit requirements of post, with some evening and weekend working.

**Job purpose/main scope of post**:

* To manage the social enterprise which takes in upcycling/life skills, within the Alternatives structure;
* To develop, in conjunction with relevant colleagues, a range of simple qualifications to suit the individual, in upcycling/life skills, and to supervise closely a variable small team of trainees undertaking such qualifications on a regular basis;
* To be responsible for the capital infrastructure and equipment and tools used in the upcycling/life skills operation;
* To be responsible for the Duty of Care for the trainees and volunteers on site, when under the post’s jurisdiction, working within the requirements of the Health and Safety at Work Act 1974 and subsequent relevant revisions;
* To deliver a series of public and/or family events pertinent to the subject matter of the post, as a combination of personal delivery and through the use of external specialists;
* To develop a working relationship with the local community and community organisations/schools as relevant to the post and to the activities programmed;
* To liaise with the Finance Administrator regularly as required and agreed, to ensure proper budgetary management and reporting for the upcycling/life skills social enterprise;
* To prepare simple bi-monthly progress reports for the Alternatives Board of Directors on the upcycling/life skills social enterprise, to a format agreed in advance; and
* To liaise with the Deputy Manager on the creation and monitoring of a simple Risk Register for the operation.

# Person specification

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| --- | --- | --- | --- |
| **Specification** | **Essential** | **Desirable** | **How demonstrated** |
| **Qualifications** | Demonstrable significant experience in relevant practical operations | Workshop management experience | Application form |
| **Knowledge and Experience** | A successful track record within a practical operation  A successful track record in managing community engagement, working successfully with local community groups and stakeholders  Line management experience | A successful track record in creating and managing an upcycling or equivalent operation  Experience of working with volunteers and trainees | Application form; detailed in interview and references |
| **Competencies** | Ability to manage and work well within a small team  Excellent written and verbal communication skills  Ability to maintain accurate records  Excellent organisation skills and an ability to forward plan  Proactively identify problems and create solutions  Leadership  Decision making  Trustworthiness and ethics  Technical skills (use of upcycling equipment, e.g welding kit, sewing machine, wood-turning equipment, woodworking tools) | An understanding of high-quality learning experiences  Raised awareness of the difficult journeys towards recovery by the beneficiary groups and individuals  An understanding of vulnerable adults and trauma  An appreciation of lived experiences  A demonstrable longstanding interest in, and commitment to, healthy eating  Technical skills (simple IT)  Commercial awareness  Attention to detail | Application form;  Competency based interview; references |

# Application form

|  |  |  |
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| **A** | **Post details** | |
| **Post Title** | | Upcycling/Life Skills Supervisor |
| **Employer** | | Alternatives West Dunbartonshire Community Drug Services |

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| --- | --- | --- | --- | --- | --- |
| **B** | **Personal details** | | | | |
| **Surname:**Click or tap here to enter text. | | **First name(s):**Click or tap here to enter text. | | **Known as:**Click or tap here to enter text. | |
| **Address and Postcode:** | | Click or tap here to enter text. | | | |
| **Telephone (home):** | | Click or tap here to enter text. | **National Insurance No:** | | Click or tap here to enter text. |
| **Telephone (mobile):** | | Click or tap here to enter text. | **Email address:** | | Click or tap here to enter text. |

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| **C** | **Referees** | | |
| (we will only contact if successful at interview) | | **First reference** | **Second reference** |
| **Name:** | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Role:** | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Organisation/personal:** | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Address:** | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Postcode:** | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Telephone:** | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Email address:** | | Click or tap here to enter text. | Click or tap here to enter text. |

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| **D** | **Additional information** | |
| **Notice required by current employer:** | | Click or tap here to enter text. |
| **Are you allowed to work in the UK?** | | Click or tap here to enter text. |
| **What driving licence do you hold?** | | Click or tap here to enter text. |
| **Penalty points current:** | | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| **E** | **Education and Qualifications** | | |
| **Attainment** | | **Results obtained** | **Year** |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |

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| **F** | **Other training and experience** | |
| **Description** | | **When undertaken/achieved** |
| Click or tap here to enter text. | | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- |
| **G** | **Membership of professional bodies** | | | |
| **Institution** | | **Class of membership** | **From** | **To** |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- |
| **H** | **Employment history** | | | |
| **Employer (most recent first)** | | **Role held** | **Description of duties** | **Timeframe** |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- |
| **I** | **Health** |
| If offered employment, this will be subject to a required medical questionnaire. Please state that you will be prepared to complete such a documentClick or tap here to enter text. | |

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| --- | --- |
| **J** | **Supporting information** |
| Please give enough information for us to assess your application against the person specification | |
| Click or tap here to enter text. | |

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| **K** | **Declaration** | | | |
| Alternatives posts are covered by the Rehabilitation of Offenders Act 1974.  Before an offer of appointment, an Enhanced Disclosure Scotland check will be carried out.   * I agree to an Enhanced Disclosure Scotland check being carried out. * I certify that all of the information I have provided is accurate and truthful; I realise that supplying incorrect or untruthful information on the form may form grounds for summary dismissal without notice. | | | | |
| **Signed:** | | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |