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| **Training and Development Officer Information Pack** | |
| **Initiative** | The Beacons |
| **Job Title** | Training and Development Officer |
| **Located/Base** | Across 4 Localities in South Lanarkshire |
| **Hours** | 35 hrs |
| **Duration** | Due to contractual arrangements the post is initially offered on a 12 month. |
| **Salary** | £25,844 |
| **Reports To** | Beacons Project Lead |
| **Background**  **Operating Principles & Ethos** | **Background:** Liber8 secured the contract to host The Beacons from Lanarkshire Alcohol & Drug Partnership in 2019. However, The Beacons are a standalone initiative, and the strategic vision is one of a long term. The vision of the Beacons, from the beginning, was to ensure that there is visible treatment and recovery embedded into local communities by adopting an asset-based approach; developing services and care and support systems using a whole systems approach, including whole family approaches: the values of which should emphasise more compassion in the system, dignity and respect and the provision of healing environments which are trauma informed.  **Ethos:** Key to The Beacons is the Recovery Community, individuals with lived experience who work collaboratively with the team to design, develop, delivery and enhance all activities, tasks and programmes. A further key component in the delivery of the Beacons is investing in volunteers/people with lived experience; recruiting volunteers to the peer volunteer programme and providing an induction and ongoing support and training for peer volunteers. We are also committed to up skilling volunteers with the aim of creating a pathway into further education, training, or employment, if appropriate.  **Operations:** The Beacons has a multi-disciplinary and multi-employer team utilising an assertive outreach approach is utilised to engage with and connect to the most vulnerable individuals in our communities. This involves trained “first responders” with lived experience having the capacity to be creative with engagement methods; shifting away from traditional responses. Our peer volunteer programme upskills our volunteers to undertake these roles; reaching outward into communities in a variety of ways. Continued engagement and awareness of individuals needs is paramount within this model as well as working collaboratively to complement existing services thus maximising positive outcomes for individuals.  **Job Purpose:** The main purpose of the Training and Development Officer is to design, develop and deliver a variety of training, workshops and sessions with the aim of upskilling the volunteers and community members in The Beacons. The postholder will be required to ensure that there is a constant, relevant updated calendar of training sessions available to volunteers and community members in order to meet aims of the Beacons; adopting approaches that will enable volunteers and community members to contribute and participate effectively to the work of the Beacons and promote the recovery ethos.  This is an exciting opportunity for a motivated and enthusiastic individual to join a pioneering, innovative initiative and to use their gifts, skills and experience to lead, develop and support a team and volunteers to make a difference to the lives of the people and families who have been touched by alcohol and or substance misuse and who are now committed on their journey of recovery.  **Job Role:**  Liber8 are seeking to recruit a Training and Development Officer to support, the aims, objectives the work of The Beacons.  The Beacons provide a range of recovery focussed activities to individuals and families in recovery from alcohol, substance use and mental health issues in South Lanarkshire. The initiative has a particular focus on upskilling people with lived experience and to provide assertive outreach activities; targeting those people who are often deemed as ‘hard to reach’; with the aim of increasing the numbers of people accessing and completing, interventions, treatment, and care support services successfully and promoting recovery for all  The Beacons also offer a range of training opportunities for people with lived experience who are in recovery with the aim of establishing a 1st Responders Team of volunteers with lived experience, this team will become the front door.  Our training and development officer will be responsible for the learning and professional development of our staff, volunteers and community members utilising both in-house training and identifying and accessing external partner training opportunities. The post will require learners to be equipped with the knowledge, skills and motivation to carry out their work activities effectively. The post holder would take a strategic approach to training, assessing the skills and knowledge within the learners and determining what training is needed to grow and retain these skills, consulting with the Manager, Recovery Coordinators, and wider Beacons team to give a comprehensive overview.  The role also incorporates partnership working with the Beacons partners, including, South Lanarkshire Alcohol and Drug Partnership, Scottish Recovery Consortium, Liber8 and a host of other agencies  It is an exciting time to consider being part of our team. The Beacons Initiative is an innovative model of recovery focused activities. One or our aims is to focus learning, upskilling people in recovery to allow us to reach more people in recovery, while through our whole family approaches, to reach loved ones, carers and families. As part of the Beacons team, you will work across the initiative in four premises in Blantyre, Lanark, Cambuslang and East Kilbride; coordinating and delivering a planned programme of training, workshops and sessions to peer volunteers, community members and family members.  The successful candidate will have a background in delivering training in a variety of formats including online and premise based, be able to suit different audiences and skill levels; they will have experience of they will enjoy the challenge of a diverse workload within an initiative that offers an exciting new approach which encourages creativity, innovation, while utilising a non-traditional approach and joining an energised team with a can-do attitude.  **Lived Experience:** We believe there is no ‘them and us’ in recovery and we recognise that applicants may have direct or indirect experience of their own, whether disclosed or not. We are committed to placing lived experience of substance use and recovery at the heart of all we do, and colleagues who chose to share their personal expertise can do so openly and with organisational support. If there is any discussion during the recruitment process regarding a candidate's personal experience of, it will be treated confidentially. |
|  | Key Tasks & Responsibilities  * Design and deliver volunteer and community members initial inductions, training, workshops, and sessions specifically in relation to upskilling. * Equipping volunteers with the elements required for them to be comfortable and confident in becoming peer educators and detached outreach volunteers. * Complete training needs analysis and review with volunteers in line with their PDP goals * Devise individual learning plans for learners * Enhance the skills of volunteers through personal development plans. * Identify and agree additional training or development needed to build competence and confidence of volunteers * Providing peer support and motivation to volunteers and participants * Provide a variety of development opportunities for learners. * Developing and monitoring volunteers training and development needs in line with their PDPs * Identify internal and external training programs to address competency and gaps. * Maintain the Beacons training calendar, adding, and updating training dates * Create and prepare printing materials for training events * Develop training aids such as manuals and handbooks where required * Maintain accurate and up to date volunteer training and PDP records * Amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment. * Working in partnership to establish effective links with appropriate organisations to develop opportunities for individuals to maintain recovery * Support and assist volunteers to achieve external certification and award; where appropriate * Seek and gather information from volunteers and team regarding the effectiveness of completed training courses and constantly seek to improve * Track and report on training outcomes, providing feedback to participants * Establish and maintain good relationships with external training providers * Facilitate learning through a variety of delivery methods including office based and virtual. * Respond to invitations to work in partnership with likeminded bodies * Handle logistics for training activities including venues and equipment * Provide mentoring and supervisory role to named student placements; ensuring their experience within the Beacons links to required learning outcomes * Provide timely reports and feedback according to Beacon’s reporting systems * Any other duties commensurate with the level of responsibility of this post |

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| **Training and Development Officer**  **Person Specification** | | |
|  | **Essential:** | **Desirable:** |
| **Experience** | * At least two years’ experience working in a similar discipline or environment * Ability to demonstrate the experience of working with volunteers and vulnerable client groups * A strong understanding of how to work in a participatory manner * Proven ability to work collaboratively with a diverse group of people including colleagues, stakeholders & local communities * Awareness of the needs and concerns of persons with internal and external barriers to achieve success * Excellent organisational and planning skills with attention to detail. * Strong communication skills both oral and written * MS Office proficiency Competent and confident with MS programmes (Word, PowerPoint, excel) | * Experience of working in multi-faceted projects * Lived experience of alcohol and or substance use * Experience of all aspects of premises management, risk, and audit are addressed and compliant * Experience designing and delivering programmes through multiple delivery methods; e-learning, action learning, workshops, blended, coaching and mentoring. * Be conversant with relevant documents relating to the field: Scottish Government Rights Respect, Recovery; * Experience of performance managing volunteers against pre-set targets and providing appropriate supervision and support. |
| **Qualifications** | * Relevant Training Qualification or evident experience (SVQ L3 / L4) * Ability to demonstrate relevant acceptable advance experience | * Hold a Training qualification ideally Level 3 Award in Education and training or equivalent. * Assessors Qualification |
| **Approaches** | * Professional, flexible and collaborative, with a can-do attitude * A passionate believer in recovery for all * Self-Motivated with the ability to be imaginative, reliable and committed * A warm approachable persona that permits the establishment of good relationships with people * Able to bring structure and discipline to processes, with attention to detail and a passion for quality. * Thoughtful, considerate, compassionate, honest and straightforward approach with a willingness to listen. * A mindset that ensures that the interests of the people using The Beacons are at the forefront of all activities | * Ability to work both unsupervised in a range of community settings and effectively as part of a team. |
| **Skills, abilities & Knowledge** | * Practical problem-solving skills and ability to suggest options and alternatives * Awareness and experience of working with individuals experiencing alcohol or substance misuse issues * Skilled presentation skills * Sensitivity and understanding to clients different educational, economic, cultural or racial backgrounds * Awareness of the needs and concerns of persons with internal and external barriers to achieve success * Awareness of using activities as a tool to achieve personal goals * Organisation and time management skills, written and verbal communication skills. * Ability to manage a heavy workload and at times prioritise conflicting priorities as well as tracking progress on a wide range of tasks * Self-Motivation / ability to be imaginative/ be reliable and committed * Willingness to be adaptable and committed * Ability to establish good relationships with people | * Promote pro-social modelling and be a responsible role model. * Knowledge and ability to develop online e learning modules * Excellent attention to detail * Demonstrates a constructive, solution focused approach * Ability to manage own time to meet requirements to a high standard * Efficient, methodical and well organised * Understanding of issues involving vulnerable client group and community organisations. |
| **Personal Attributes** | * Ability to demonstrate being an outstanding communicator, both verbal and written. * Ability to manage a heavy workload and at times prioritise conflicting priorities as well as tracking progress on a wide range of tasks * Flexible and hands-on approach to work * Capable of building strong relationships with internal and external stakeholders to ensure they meet ever changing requirements * Experience of supporting people, taking a person-centred approach | * Professional awareness, ensuring that your professional knowledge in general and your practice in particular meet the highest standard. * Working ethos of committing to seeing projects through from start to finish. * Commitment by ensuring you keep abreast of current research and practice development in your area, bringing relevant issues to the attention of your supervisor * Impressive project management skills: organisational and interpersonal skills, and the ability to listen and empathise, be supportive, patient and respectful. |
| **Circumstances** | * Prepared to work evenings and weekends * Access to car and current active full UK driving license * Ability to work irregular hours * Will undertake a PVG (Disclosure Scotland check) * Prepared to travel and base self equally between four premises * To adhere to Liber8 policies and procedures, including confidentiality, data protection, safe working practices, equal opportunities, child protection, GIRFEC and health and safety | |