

Emerging Trends and Training Coordinator

JOB DESCRIPTION AND PERSON SPECIFICATION

Responsible to: Chief Executive Officer

Starting Salary: £31,000 plus 5% employer's pension contribution

Working Hours: 35 hours per week

Office Base: 32 Cockburn Street, Edinburgh, EH1 1PB (with regular travel across Scotland) and working from home as required by Scottish Government COVID-19 guidance.

Organisation profile

Crew is an award-winning national charity, based in Edinburgh, at the forefront of tackling new and emerging drug trends. Crew reduces harm from drug use without judgement and improves public health with the input of people who use drugs, working with a wide range of local, national and international partners.

ROLE PURPOSE

- To advance knowledge, skills and understanding within Crew team and the wider workforce and to reduce drug related harm for people who use drugs by providing high quality training.
- To work with organisations including but not limited to Alcohol and Drug Partnerships, councils, Police Scotland, the NHS, the Scottish Prison Service and voluntary agencies to share knowledge and respond to drug trends.
- To be the knowledge and training lead for the organisation on new drugs, coordinating Crew's emerging trends government work.
- To coordinate, design, plan, deliver and evaluate a range of training courses offered by Crew including emerging trends, new psychoactive substances (NPS), psychostimulants, and effective interventions with people who take drugs.
- To oversee work conducted by associate and sessional trainers for Crew. This includes offering supervision and providing quality assurance for training courses provided by Crew.
- In conjunction with the CEO and Board, this post will be involved with the development, implementation and performance evaluation of the annual training operational plan, including the development and delivery of income generation training.

DUTIES AND RESPONSIBILITIES

Service Delivery

- You will provide 2-tier training approach of direct/front line training and Training for Trainers on emerging trends, psychostimulants, and effective interventions with people who use drugs for all Alcohol and Drug Partnerships across Scotland based on need.
- You will be the point of contact for emerging drug trends for the Scottish Government assisting them with drug trend information, prevalence and contribute to government requests as required.
- You will design and develop Crew's current training portfolio with a particular focus on emerging drug trends.
- You will be responsible for ensuring the effective coordination, planning, delivery and evaluation of training events, which are responsive to the needs of training participants and external partners.

- You will be responsible for supporting the development of drug trend monitoring groups across Scotland and UK and will contribute to existing groups by attending meetings or sharing trend information if unable to attend.
- You will be responsible for securing continuation funding for the post and unrestricted funding either through fundraising or income generation training revenue.
- You will contribute to information production and quality assurance of materials produced by Crew including Crew's website. This includes working closely with the Training and Communications Officer and the Information Sub Committee, external partners and people with lived and living experience.
- You will be responsible for effective communication with people accessing services, members of the public, and stakeholders at training events and meetings.
- You will work with the CEO, Board and wider Emerging Trends and Training Team to develop a Communications Strategy.
- You will oversee the work of the wider Emerging Trends and Training Team such as data collection, information production, website and social media updates and health-focussed harm reduction interventions in nightlife settings.

Management of Staff/Volunteers

- You will have direct line management responsibility for the Training and Communications Officer and Nightlife and Harm Reduction Coordinator posts.
- You will be responsible for the overall coordinating, training and motivating of staff/volunteers working on training events, setting high standards at all times. You will provide ongoing feedback to staff/volunteers where necessary and ensure any concerns are fed back to their supervisor.
- You will manage the evaluation and quality assurance for training courses delivered by Crew staff/volunteers, ensuring that courses meet with Crew's ethos and provide accurate, up to date information.
- You will contribute to volunteer induction, training and development in conjunction with other key staff and volunteers.
- You will be responsible for the quality, safety, and security of the training working environment including, implementation of appropriate health and safety practices and ensuring that Crew meets legal and statutory requirements.

Service planning and development

- You will be responsible for managing the training budget and the financial reporting and reconciliation that goes with this.
- You will be responsible for the monitoring and evaluation of training and the production of regular quarterly outcome reports for Crew Board and Chief Executive Officer (CEO) as well as 6-monthly progress reports and end of year project reports to key Stakeholders such as the Scottish Government.
- In conjunction with the CEO you will contribute to strategic planning and development of the operational plan for training to achieve service goals, targets and Crew's mission.

MEASURES OF SUCCESS

- All Alcohol and Drug Partnership's in Scotland are offered places on drug trend training
- Attendance at drug trend monitoring groups and other meetings
- More than 70% of trainees evidence improvement in skills, confidence, knowledge and understanding
- Achievement of all funder objectives
- Achievement of all development outcomes set in annual appraisal
- Development of a Crew Communications Strategy

Essential	Desirable
Knowledge	
<ul style="list-style-type: none"> • Strong working knowledge of psychostimulants, new psychoactive substances and drug trends • Sound general substance and treatment/recovery agenda knowledge • Knowledge of training cycle, monitoring and evaluation methods and theories of learning 	<ul style="list-style-type: none"> • Knowledge of relevant drug strategies, policies and research • Awareness of social networking • Knowledge of the varieties of nightlife settings and networks
Skills	
<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent project management skills • Ability to develop effective relationships with key stakeholders • Ability to balance competing priorities and work to tight deadlines • Ability to work under pressure in an extremely busy environment • Good level of computer literacy including working knowledge of Microsoft Office, internet and Outlook Express • Track record of effective social media communication 	<ul style="list-style-type: none"> • Survey design skills • Media handling skills • Provision of information to a range of audiences • Experience of website management
Previous Experience	
<ul style="list-style-type: none"> • Experience of working with drug use and trends • Experience of providing training and/or group facilitation • Experience of training course and supporting materials design • Experience of conducting learning needs analysis and evaluation • Experience of delivering effective staff/volunteer supervision 	<ul style="list-style-type: none"> • Experience of presenting at large events and conferences • Experience of event/conference coordination • Experience of gaining accreditation for training packages • Experience of working at a national level
Education/Training	
<ul style="list-style-type: none"> • Higher education/professional qualification in training, learning and development or community education or three years' experience of: <ul style="list-style-type: none"> • delivering training and evidence of CPD e.g. Training for Trainers or • working in the drugs field and further education qualification in a related discipline 	<ul style="list-style-type: none"> • Qualified S/NVQ assessor • Higher education/professional qualification in management or related discipline • Training in brief interventions, motivational interviewing or counselling skills • Recent continuing professional

	development in a relevant area
Attitudes/Personality	
<ul style="list-style-type: none"> • Commitment to promoting motivated and skilled staff teams • Willingness to lead and coach others • Commitment to Crew's ethos and understanding of the need to work with people to effect positive changes • Committed to Crew's organisational values of being: <ul style="list-style-type: none"> • accepting • genuine • empathetic • justice-focussed • accountable 	
Other	
<ul style="list-style-type: none"> • Ability to work flexible hours including evenings and weekends with a time in lieu system • Willingness to travel across Scotland, including overnight stays • Occasional travel to the rest of the UK and Europe 	<ul style="list-style-type: none"> • Drivers' license and access to a vehicle

To apply for this post please complete the accompanying application form and return to applications@crew2000.org.uk by **12.00 Noon Friday 6th August 2021**.

Please note that this email address will not be monitored until after the closing date – please contact admin@crew2000.org.uk if you have a query.

Please note that no applications received after this time and date will be accepted.

Interviews will take place **Tuesday 10th August 2021 via Zoom or Teams**.

Please note that we regret that we cannot guarantee to contact applicants whose application is not shortlisted.

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