

## Back on the Road (Glasgow) Community Interest Company

<b>Job title:</b>	<b>Back on the Road CIC Coordinator</b>
<b>Base:</b>	<b>Bridgeton Bus Garage, 76 Fordneuk Street, Glasgow, G40 3AH</b>
<b>Summary of role:</b>	<ol style="list-style-type: none"> <li>1. To represent Back on the Road (Glasgow) CIC on addiction network forums within Glasgow.</li> <li>2. To represent Back on the Road (Glasgow) CIC on employability network forums within Glasgow.</li> <li>3. To liaise with the Back on the Road Supervisor with regard to potential referrals accessing the programme.</li> <li>4. To develop and establish relationships with referral agencies including exploring options for working in partnership.</li> <li>5. To liaise with partner agencies e.g. addiction nurses, debt management staff, learning support on relevant matters affecting participants.</li> <li>6. To be responsible for programme administration, including: <ol style="list-style-type: none"> <li>a. Evaluating and monitoring of project outcomes.</li> <li>b. Providing evaluation and monitoring reports for funders.</li> <li>c. Maintaining records of meetings.</li> <li>d. Producing monthly reports for the Management Team and Board of Directors.</li> <li>e. Drafting the annual report ready for review by the Board of Directors.</li> <li>f. Maintaining a database of programme data and statistics in compliance with GDPR.</li> <li>g. Maintaining a file of hard copies of documents as required.</li> </ol> </li> <li>7. To attend case conferences and final placement reviews as required.</li> <li>8. To ensure all relevant policies and procedures are regularly reviewed and compliant with current legislation.</li> <li>9. To be responsible for all Back on the Road marketing and publicity material after approval of the CIC Board</li> <li>10. To purchase materials relevant to the post.</li> <li>11. To provide support to participants in preparation for job-seeking.</li> <li>12. To identify potential case studies of Back on the Road graduates and of completed projects along with supporting information and to work with the Supervisor to develop them into finished documents.</li> <li>13. To be an active member of the Back on the Road Management Team and attend their monthly meetings.</li> <li>14. To report regularly to Lead Director.</li> <li>15. To make available time to liaise with Supervisor.</li> <li>16. To accept such other duties as may be specified by the Employer from time to time.</li> </ol>

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Criteria	Essential	Desirable	Evidence
Education, Qualifications & Training	Able to demonstrate commitment to CPD	Qualification in Alcohol and Drug Studies/practice or Community Development	Application Form Interview References Certificates
Skills, Knowledge & Competencies	<p>Have relevant experience working in the field of addiction.</p> <p>Have current knowledge and experience of addiction networks in Glasgow</p> <p>Have current knowledge of employability networks in Glasgow</p> <p>Demonstrate knowledge of statutory responsibilities, relevant legislation, and an understanding of current practice</p> <p>IT literate in MS Office</p> <p>Possess well developed communication and report writing skills and have the ability to present and engage effectively with participants, colleagues, Lead Trustee and CIC Board members</p> <p>Self-motivated</p> <p>Have the ability to self-manage and work with minimum supervision</p> <p>Ability to work effectively with others within the organisation and outside agencies</p>	<p>Have previous experience of working with addiction groups</p> <p>Experience of working with partner agencies</p>	Application Form Interview References
Other	PVG Checked or willing to be checked	Current Driving Licence	Application form Driving Licence Certificate if issued