



Job Application Pack

The Clued Up Project has been in existence since 1994 and has been a Third Sector organisation since April 2004.

Clued Up provides a comprehensive “youth friendly” substance use support and information service to young people under 25 across Fife, also targeting the wider issues of general well-being and lifestyle. The project provides education, prevention, early intervention and diversion for young people affected by their own or someone else’s drug/alcohol/substance use.

The Project has considerable experience in providing community-based support services for vulnerable young people affected by substance use and a holistic approach is adopted. It seeks to support individuals to fulfil their full potential and uses evidence-based interventions to achieve this. These include: - Good Conversations; Solution-focused practice; Brief Interventions; Motivational Interviewing; Anger Management; Person-centred support; Relapse Prevention. Clued Up also runs a Youth Forum, which enables young people to have a say in service delivery and to get involved in research projects and consultations.

We deliver Whole Family Support in partnership with our Making It Work for Families Team and our newly formed partnership with Barnardo’s. We provide specialist employability support alongside our partner’s in Fife ETC.

Our outputs include:

- One to one support
- Group work programmes and residentials
- Street work
- Youth participation and peer mentoring
- Volunteering
- Information workshops / clinics and stalls
- Drop-in provision
- Family Support
- Specialist employability support

The post holder will be part of the Clued Up’s Management team consisting of 2 Team leaders and the Service Manager. Aswell as supporting our internal Outreach team structure and delivery they will support our Partnership projects, Fife ETC/Brighter Futures and Barnardos.



How to apply:-

Applications should be made on the Clued Up application

Online at:- <http://recruitment.cluedup-project.org.uk/>

Or emailed to: recruitment@cluedup-project.org.uk

For more information or an informal chat please call Laura Crombie on 01592 858248

CLOSING DATE: - Monday 5th June @ 5pm

Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

Selection Process

Short listed candidates will be advised of the interview date. We do not normally advise those who are not being invited for interview.

Information for applicants with disabilities

If you require it, we will arrange to have the application form made available in other formats such as tape, Braille or large print, but please let us know in plenty of time, as we may need to ask for assistance from other agencies. Please contact us if there is any other assistance you require.

Website. www.cluedup-project.org.uk

Scottish Charity Number: SC 035036
Company registration number 340206

**THANK YOU FOR THE INTEREST YOU HAVE SHOWN IN
WORKING WITH CLUED UP**



Team Leader

Job Profile

Job Details

- **Service** Clued Up Project
- **Location** The Bunker, 441 High Street Kirkcaldy
- **Job Title** Team Leader
- **Responsible to** Project Manager
- **Hours of work** 36 hours per week
- **Grade and salary** CU07 point 26 – 27 £35,000 to £36,539
- **Special Conditions:** Hours will include evenings and some weekends. Local Travel.

Job Summary

To assist Clued Up and the the Service Manager in the management and development of a service for young people affected by substance use within the Fife area and support the partnership projects that exist within Clued Up.

Main Areas of Responsibilities

1. Young People & Families

- Engage with young people/families and professionals with a view to identifying and developing a variety of community based responses to their needs.
- Responsible for ensuring the engagement of supporting young people and families.



- Overseeing the work with Young People and families so each has an agreed action plan offering a range of support.
- Take a lead role in the referral/allocation process of young people/families.
- Assist in the development, implementation and monitoring of support/action plans for all young people/families ensuring that they are involved in decisions about their own support.
- Work with Partner agencies to ensure families receive practical support to decrease barriers they are facing.
- Assist young people/families to be involved in decisions affecting them in relation to their own support and the running of the Project
- Responsible for giving a voice to the issue's Young people and families face and influencing developing opportunities that provide solutions and gives a voice to the issues faced by the young people families we support.
- Develop and support projects/group work and special initiatives relevant to young people's/family's needs.
- Provide young people/families with consistent one to one support as and when required.
- Develop and deliver bespoke group work programmes, residentials, street work etc.

2. Staff and Volunteers

- Provide day-to-day management and support for staff/volunteers with the service.
- Provide support and supervision to relevant staff/volunteers on a regular basis.
- Assist the management in relation to work practice, conduct, absence, supervision, support and the identification of training needs.
- Assist in the induction of new employees and in the recruitment process where required.

3. Policies and Procedures



- Assist in the Development of Policies for the service for both staff and volunteers and ensure that they are updated as necessary i.e. Equal Opportunities, Sickness, Grievance, Disciplinary Procedures, etc.
- Assist in ensuring Clued Up meets all legal requirements in line with the Health and Safety at Work Act, Data Protection Act (GDPR), Employment Law, etc. thus ensuring staff, volunteers and service users are protected.

4. Funding and Service Development

- Source funding in order to develop the service in line with good practice guidelines and service developments.
- Be responsible for researching information that may be required to access funding for development of the service.
- Assist the Project Manager to adequately deploy staff to meet the support needs of young people

5. Partnership Working

- Develop and maintain constructive working relationships with both statutory and non-statutory agencies and partners directly related to our delivery of work.
- Ensure that all staff, volunteers and clients have their views heard in relation to service development and delivery by arranging regular consultation events/exercises.
- Participate in relevant professional forums, working groups etc.

6. Monitoring and Evaluation

- Be responsible for ensuring statistical information is readily available for accessing funding, providing information to Fife ADP, Fife Council, Corra etc.
- Ensure that records are maintained accurately, and that all reporting requirements are met in a timely manner.
- Produce relevant monitoring reports to funders when required.

7. Promotional Work

- Develop promotional material for Clued Up and ensure this material is distributed Fife wide.



- Promote the work of Clued Up via social media, newspapers, local radio and any other identified routes.
- Arrange presentations/visits to organisations and other relevant parties thus ensuring the work of Clued Up is promoted.

8. Board of Directors

- Attend Board Meetings and provide reports, both written and verbal, about the service when the Project Manager is unavailable.
- Undertake the duties of the Project Manager when they are unavailable.
- Assist with any further tasks or projects as required by the Project Manager.

9. Continued Professional Development

- Reflect on and evaluate one's own values, priorities and effectiveness and synthesise practice from new knowledge.
- Maintain and record continued professional development.

The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Other Information

- Before confirming appointment, you will be required to obtain Protection of Vulnerable Groups (PVG) scheme membership through Disclosure Scotland and become a member of the relevant PVG scheme.



CLUED UP PROJECT – Team Leader
PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIERABLE	METHOD OF ASSESSMENT
Experience	<p>Experience of working in the field of youth work and/or substance use. Previous management and development experience within the voluntary sector. Thorough knowledge of local and national youth work, substance use and whole family approach strategy and policy. Evidence of experience in recruitment and selection of staff. Evidence of supporting and supervising staff.</p>	<p>Counselling skills. A sound understanding of work within a statutory and voluntary sector. Experience of issue-based and development work. Evidence of reflective practice involving young people. Experience of working in a person-centered way. Experience of assessment and care planning. Experience of working with individuals who use drugs and/or alcohol.</p>	Application and interview
Education, qualifications and training	<p>Educated to Degree level in a relevant professional qualification in Health, Community Education, Social Work, etc.</p>	<p>Youth Work/substance use Qualification. Understanding of community work and community development. First Aid Certificate. MIDAS certificate.</p>	Application and Interview
Skills abilities and knowledge	<p>Excellent resource management. Ability to work within a strategic framework. Ability to lead and manage staff. Take an active role in the development of staff. Ability to resolve conflict effectively. Excellent written documentation skills. Ability and willingness to reflect on work practice and be open to constructive feedback. Evidence of ability of providing reports to deadlines. Evidence of effective working with other agencies in a partnership relationship. Ability to manage stress and to plan and priorities workload. A proven ability to work within a holistic team. A proven ability to work using own initiative.</p>	<p>Working knowledge of the 'management of change' process. Computer literacy. Presentation skills. Ability to source alternate funding options. Ability to motivate and empower young people to make decisions. Demonstrate the ability to communicate with hard to reach young people on their level. Ability to gain trust of young people. A proven ability to plan and evaluate work programmes centred on young people's needs.</p>	Application and interview
Interpersonal and social skills	<p>Good sense of humour. Excellent interpersonal, communication and team-working skills. Self motivated, enthusiastic and offering a high degree of professional commitment. Maturity, integrity, sensitivity, patience, energy/drive, enthusiasm, flexibility, reliability, non-judgmental, respectful</p>		Application and Interview
Health and physical attributes	<p>Ability to carry out the duties of the post effectively. Commitment to personal development and to continued updating of knowledge and skills.</p>		