



## **CLUED UP PROJECT**

### **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 26 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 also deliver Whole Family Support in partnership with our Making It Work for Families Team and our newly formed partnership with Barnardo’s.

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

**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](mailto:recruitment@cluedup-project.org.uk)

Or by post to: Laura Crombie, Clued Up Project, The Bunker, 441 High Street, Kirkcaldy, Fife, KY1 2SN.

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

**CLOSING DATE: Friday 28<sup>th</sup> July @ 5pm**

**INTERVIEWS WILL BE HELD ON: Wednesday 9<sup>th</sup> August 2023**

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](http://www.cluedup-project.org.uk)

Scottish Charity Number: SC035036  
Company registration number: 340206

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



## JOB PROFILE

### Job details

- **Service** Clued Up Project
- **Location** The Bunker, 441 High Street, Kirkcaldy, Fife
- **Job Title** Development Worker
- **Responsible to** Team Leader
- **Hours of work** 36 hours per week
- **Special Conditions:** Hours will include evenings and some Weekends.
- **Grade and salary** CU07 Point 22-25 £29,237 to £33,104

### Purpose of the job

Provide a Comprehensive “youth friendly” substance use support and information service for young people under the age of 25 in the Fife area, also targeting the wider issues of general well-being and lifestyle.

The Development worker together with a Project Workers will continue to develop the service and provide consistent sustainable support to young people 12 – 26 years.

### Key Responsibilities and Key Result Areas

#### Face to face work with young people.

- Provide young people with one to one support on a consistent basis having an outcome focused approach. Using a case management approach.

- Make and develop open, honest and trusting relationships with young people by meeting them on their own terms.
- Encourage and facilitate progression for young people into a range of employment, training or education opportunities.
- Assist and support young people to sustain employment, training or education opportunities for a period of individual need.
- Provide assessments of young people's needs and complete written work plans based on young people's outcomes.
- Respect confidentiality within established boundaries both with young people, support staff, partners, teachers, etc.
- Encourage and facilitate progression for young people into a range of education and leisure opportunities.
- Be able to highlight with young people their progression in whatever they are achieving and how this contributes to their aspirations and resilience.
- To manage, organise and deliver a varied activity/group work programmes/residentials, street work and drop ins.
- Be able to work with young people on individual, tailored, programmes of support including involvement in universal provision.
- Where appropriate, feed young people into the Youth Forum and peer mentoring opportunities within Clued Up.
- Work on an outreach basis.
- Promote effective involvement of young people in decision-making processes.
- Use a co-production model when working with young people and partners.
- Work within the GIRFEC/Children's Rights and The Promise Framework.

### **Contacts and relationships.**

- Liaise with other professionals and agencies in assisting individuals toward goals.
- Refer clients to other agencies where appropriate.
- Establish and maintain good working relationships with the Project Staff Team, Service Users and other Agencies including our formal partnerships.
- To be involved in Staff Meetings and other Partnership Meetings and be willing to undergo any appropriate training.
- Network and build relationship with organisations and those in direct partnership with this initiative.
- Work with the partners involved to develop appropriate information sharing protocols to enable tracking of young people.

- Participate, at local level, in multi-agency initiatives, events or working-groups, where issues about young people, substance use and attendance are a concern.
- When required, ensure that referrals to the service are effectively dealt with through liaison with the Clued Up staff team in as short a timescale as possible.

### **Other Duties**

- To support the Project in keeping with its aims and philosophies, in conjunction with other team members to facilitate and develop new initiatives to meet individual and community need.
- Keep appropriate records and keep in line with Clued Up's Client Management system and paper work procedures.
- Implement the Evaluation and Monitoring Framework and use the appropriate client management system for recording Data and client files.
- Provide a range of reports for Service Manager/Team Leader, as required within predetermined timescales.
- Work within Clued Up's policies and guidelines.
- To be willing to work as and when directed by the Management.
- Work to the targets and outcomes set out by the funding agreement.
- Devise a range of strategies to engage hard to reach young people.
- Support and supervise students/volunteers when required.
- Embrace Clued Up's model for improvement structures and processes.
- When required attend meetings with the Clued Up staff team in order to ensure that liaison is effective and that initiatives are properly co-ordinated.

### **Special Conditions/Requirements**

- It is a requirement that the jobholder will work out with normal working hours and/or during weekends.
- The jobholder may be required to perform duties appropriate to the job other than those given in the Job Profile without changing the overall purpose of the job.

### **Continued Professional Development**

- Reflect on and evaluate one's own values, priorities and effectiveness and synthesise new knowledge into practice.
- Maintain and record Continued Professional Development.

**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 – DEVELOPMENT WORKER**  
**PERSON SPECIFICATION**

Attributes	Essential	Desirable	Method of Assessment
Experience	Experience of work with young people affected by substance use. Evidence of reflective practice involving young people. Experience of issue based and development work.	A sound understanding of work within a statutory and voluntary sector Experience of issue based and development work. Experience of employability work	
Education, qualifications and training	Training within the substance use field, working with young people Driving licence. Degree in Community Education or relevant degree and equivalent experience.	First Aid Certificate MIDAS certificate Training within the Employability field. Solution focused, good conversations and motivational interviewing	Application and Interview
Skills abilities and knowledge	Knowledge of agencies within Fife that work with young people Knowledge of the drug/alcohol field in Fife. A proven ability to develop innovative ideas and ways of engaging with hard to reach young people. A proven ability to work within a holistic team A proven ability to work using own initiative. A proven ability to plan and evaluate work programmes centred on young people's needs. A proven ability to work with groups and on a one to one basis. A proven ability to work to pre-planned targets, deadlines and monitoring of these. Ability to contribute in partnership meetings. IT Literate and be able to keep accurate client case files.	Preparation of reports Presentation skills. Knowledge of other issues affecting young people, e.g. mental health, sexual health, The ability to deal with large volumes of paper work specific to the role, for funders, Manager, Board of Directors and the Government. The ability to be flexible and responsive to the changing priorities of the young people. Manage workload and diary efficiently and economically Ability to maintain existing networks and develop new ones.	Application and interview
Interpersonal and social skills	Ability to motivate and empower young people to make decisions. Demonstrate the ability to communicate with hard to reach young people on their level. Be able to communicate appropriately with various sectors and communities. Ability to approach individuals and communities in non judgemental manner. Good sense of humour. Ability to gain trust of young people.	Ability to deal with conflict and challenging behaviour.	Application and Interview
Health and physical attributes	Self motivated, enthusiastic and offering a high degree of professional commitment. Ability to carry out the duties of the post effectively		