



PART-TIME DROP-IN PROJECT WORKER TASK DESCRIPTION

Responsible to: Drop-In Services Co-ordinator
Starting Salary: £25,250 pro rata for 7 hours weekly (0.2 FTE £5,050 per annum)
Working Hours: 7 hours, including 1 Drop-in regular weekly Drop-in shift, preferably 3-7PM Thursdays.

Crew is a multi award-winning national charity, based in Edinburgh, at the forefront of tackling new and emerging trends in substance use. Crew seeks to reduce harm from drug use and improve public health with the input of service users, working with a range of local, national, and international partners.

ROLE PURPOSE

You'll provide low-threshold substance use and sexual health information, advice, and support in a Drop-in environment, facilitating opportunities for peer education for young people aged 12-25, working with Crew's volunteer peer educators, as well as enquiries from the public.

MAIN DUTIES AND RESPONSIBILITIES

- Co-ordinate and supervise daily activities and volunteers in the Drop-in shop
- Provision of brief interventions and some tier 3 support work with young people around drug taking
- Assist in measuring the impact of the Drop-in service by implementing data collection and analysis methods
- Assist in the continuing development of a needs-led Drop-in service, including planning and delivering bespoke 'pop-up' sessions at external locations in Edinburgh
- Provide C:card services and pregnancy testing
- Responsibility for cleanliness of shop and environment
- Assist in maintaining Drop-in volunteer shift rota
- Assist with the advance planning and publicity of volunteer social events
- Help to deliver induction and CPD training for volunteers alongside the Drop-in and wider Crew teams
- Maintain contact and communication with the Crew staff team as appropriate, contributing to quarterly whole team meetings and regular project/planning meetings
- Attend regular support and supervision meetings with your line manager
- Support the work of Crew in covering any reasonable request. Any request that becomes a regular activity will be added to your task description in negotiation with you.



PERSON SPECIFICATION

Essential	Desirable
Aptitude/Abilities/Skills	
<p>Work as part of a team</p> <p>Self-manage to high level</p> <p>Balance a variety of competing priorities to meet deadlines</p> <p>Respond positively to constructive feedback, improving practice as a result</p> <p>Build positive relationships with and motivate volunteers</p> <p>Time management skills and highly organised</p> <p>Excellent verbal and written communication skills</p> <p>ICT applications particularly MS Word and Outlook, Salesforce</p> <p>Work well under pressure and deal positively with change</p>	<p>Understanding of social media communications and how young people engage with them</p>
Previous Experience	
<p>Working to improve the health and wellbeing of young people</p> <p>Providing one to one support to young people e.g. brief interventions</p> <p>Working with volunteers</p> <p>Working with drugs and/or sexual health issues</p>	<p>Working in a drop-in environment</p> <p>Experience of delivering tier 3 support work for young people</p> <p>Working experience of peer support initiatives</p> <p>Social media communications</p>
Education Knowledge	

<p>Youth Work, mental health, counselling/psychological support qualification or equivalent OR at least 1 years' experience of working in a young people's setting delivering 1-2-1 support.</p> <p>Knowledge of current drug harm reduction issues</p>	<p>Training in psycho-stimulant drug taking and sexual health issues</p> <p>Motivational interviewing training</p> <p>Brief interventions training</p> <p>Adult and child protection training</p> <p>C: card training</p> <p>Blood Borne Virus (BBV) dry blood spot testing training</p> <p>Pregnancy testing training</p> <p>Scottish Mental Health First Aid/First Aid at Work qualification or equivalent</p>
Attitudes Personality	
<p>Commitment to Crew's ethos and understanding of the need to work with people to effect positive changes</p> <p>Commitment to organisational values: acceptance, congruence, and empathy</p> <p>Adaptability and flexibility</p>	
Other	
<p>7 hours, including 1 Drop-in regular weekly Drop-in shift, preferably 3-7PM Thursdays.</p> <p>Ability to work under pressure in an extremely busy environment</p>	