Dear Applicant

Thank you for enquiring about a vacancy in My Support Day.

With this letter you will find.

▪ My Support Day information

▪ Application Guidance Notes

▪ Job Description

▪ Person Specification

Please complete and return your application in line with the application form

guidelines before the closing date given in the advertisement.

Shortlisting for advertised posts is generally done during the week following the

closing date. In order to keep administrative costs as low as possible, individual

applications are not acknowledged. If you have not heard from us within 4 weeks of

the closing date, please assume that on this occasion, your application has been

unsuccessful.

Please return your completed application form either by email or post it to the

appropriate address below.

Applications should be returned by ***2nd March 2024***:

My Support Day

Room 4

Hamilton Accies Business Centre,

5 Cadzow Avenue, Hamilton. ML3 0FT

Or emailed to admin@mysupportday.co.uk



**My Support Day: Information**

My Support Day established in 2019 is a peer lead charity which supports families and loved ones that have been affected by someone else’s substance use. We provide relief in the form of individual and family support, in groups or via telephone or any other means, to anyone who is concerned/affected by someone else’s substance use and through promoting connection and communication in the recovery community in order to reduce isolation.

Our guiding principles, that we believe are essential, are based on the enduring

fundamentals of service provision and the ethos held within My Support Day, which are:

▪ open access available to everyone.

▪ choice for our service users.

▪ the improvement of the health and wellbeing for all and

▪ quality assurance - to provide the best quality service to those most in need.

**We operate in accordance with our values of:**

▪ Passion: engaging emotionally

▪ Respect: valuing each and every individual

▪ Compassion: kindness, caring, and genuine willingness, to help others

▪ Healing: promoting health of mind and body for all

▪ Empathy: experiencing the feelings, thoughts, and experience, of another

▪ Caring: promoting health, healing, and the installation of hope

From our inception, we have promoted a positive family recovery focused ethos,

challenging stereotypes, and work to reduce stigma. We welcome the involvement of

people with lived experience in all areas of our organisation. My Support Days

original passion, belief, hopes and faith remains resolute today.

**Our current services include:**

* My Support Day Support Groups and one to one support.
* Family Recovery Everyone Everywhere – FREE service
* Family First Responders
* Provision Holders and Distributors of Naloxone



**Application Guidance Notes**

Please read these notes carefully before completing your application form. This is important

as it provides the only information, we use to assess your suitability for the job and our

decision whether or not to progress your application will be based on this information.

**General Points**

▪

▪

▪

▪

▪

Please complete the application form in type or black ink.

CV’s will not be accepted.

We will be unable to consider incomplete applications.

If you need any help completing the form, please contact us.

If you have not heard from us within 4 weeks of the closing date, please assume that

you have not been shortlisted.

**Qualifications and Training**

▪

▪

Please only tell us about any qualifications and training which you feel are relevant to

the post you are applying for.

If your application is successful, you will need to provide us with original

documentation to support any qualifications or awards you have disclosed in the

recruitment process.

**Employment Experience**

▪

▪

Please provide details of your employment, past and present. If you have developed

relevant skills through voluntary work, please include them.

Please ensure your account for any gaps in your education and employment

history.

▪

**Disqualification from working with children or vulnerable adults**

▪

If you are disqualified from working with children or vulnerable adults, we are unable

to consider you for jobs that involve working with these groups. You are therefore

asked to declare whether you are disqualified in the section Criminal Convictions.

**Returning the form**

•

•

You should keep a copy of the form, if possible, as the interview may include

questions about the information given.

Please return your completed application form as instructed in the accompanying

letter, by the closing date. Applications received after the closing date will not be

considered.

**Closing Date: Applications should be returned by 2nd March 2024.**

**Diversity Monitoring**

My Support Day is committed to equal opportunities in our recruitment process. As part of our commitment to make equal opportunities a reality, we monitor the

response to our job vacancies.

**Job Description**

**Post:**

F/T Family Co-ordinator

**Salary:**

**Hours:**

**Location:**

£24,000 pro rota

Posts of 35 hours per week required

Based throughout South Lanarkshire.

**Accountabilities**: The Family Co-Ordinator will lead on developing, coordinating, and supporting activities of My Support Day’s Family days for both adults and children (school age) and to further develop and enhance the service provided to meet the needs of families that have been affected by someone else’s substance use to engaged with whole family support sessions.

**Responsible to:** Project Lead

**Essential Requirements;**

* Strong development and coordination skill taking lead from scoping exercises with families adapting the sessions to the needs of the families.
* Experience in connecting and promoting service to education, statutory and other third sector organizations.
* Support staff and volunteers to understand and comply with Family days operational guidance.
* Ensure all children accessing the Family days service have been pre-registered by their parents.
* Work with the Family Days team to maintain registers for each session.
* Conduct risk assessments for any off-site activities/outings and follow all safeguarding/incident reporting procedures where necessary Family Days Activities.
* Work with Family Days staff and volunteers to organise learning based activities
* Involve families participating in Family Days in planning activities
* Work with local partners to organise informal educational activities to support both adults and children’s learning.
* Work with local partners to organise play activities out with term time
* Collect regular photographic evidence of activities for social media and provide regular updates to manager.
* Plan and develop a programme of school holiday activities Safeguarding.
* Ensure digital safeguarding protocols are followed for any online activities.
* Ensure child protection protocols are followed and any concerns are raised with Management.
* Work with Volunteer Coordinator and Head of Charity to ensure child protection training is accessible for volunteers.

|  |  |  |
| --- | --- | --- |
| **Family Co-ordinator Specification** | | |
|  | **Essential:** | **Desirable:** |
| **Experience** | * Knowledge and experience of education sector. * Ability to demonstrate experience of working with volunteers and vulnerable groups * Proven ability to work collaboratively with a diverse group of people including colleagues, stakeholders & local communities * Awareness of the needs and concerns of persons with internal and external barriers to achieve success * MS Office proficiency Competent and confident with MS programmes (Word, PowerPoint, excel) | * Experience of working in multi-faceted projects * Experience of all aspects of premises management, risk, and audit are addressed and compliant * Be conversant with relevant documents relating to the field: Scottish Government Rights Respect, Recovery. |
| **Qualifications** | * Relevant Qualification or evident experience * Ability to demonstrate relevant acceptable advance experience |  |
| **Approaches** | * Professional, flexible and collaborative, with a can-do attitude * A passionate believer in recovery for all * Self-Motivated with the ability to be imaginative, reliable and committed * A warm approachable persona that permits the establishment of good relationships with people * Thoughtful, considerate, compassionate, honest and straightforward approach with a willingness to listen. * A mindset that ensures that the interests of the people using Family Days are at the forefront of all activities * Sensitivity and understanding to clients different educational, economic, cultural or racial backgrounds * Awareness of the needs and concerns of persons with internal and external barriers to achieve success | * Ability to work both unsupervised in a range of community settings and effectively as part of a team. * Ability to manage a heavy workload and at times prioritise conflicting priorities as well as tracking progress on a wide range of tasks * Self-Motivation / ability to be imaginative/ be reliable and committed * Willingness to be adaptable and committed |
| **Personal Attributes** | * Ability to demonstrate being an outstanding communicator, both verbal and written. * Flexible and hands-on approach to work * Capable of building strong relationships with internal and external stakeholders to ensure they meet ever changing requirements * Experience of supporting people, taking a person-centred approach | * Professional awareness, ensuring that your professional knowledge in general and your practice in particular meet the highest standard. * Ability to manage a heavy workload and at times prioritise conflicting priorities as well as tracking progress on a wide range of tasks |
| **Circumstances** | * Prepared to weekdays and evenings. * Ability to work irregular hours * Will undertake a PVG (Disclosure Scotland check) * Prepared to travel and base self equally between four premises * To adhere to My Support Day policies and procedures | |