



**Crew 2000 (Scotland)**  
**32-32A Cockburn St**  
**Edinburgh EH1 1PB**

## **JOB DESCRIPTION**

### **DROP-IN SERVICES PROJECT WORKER TO MARCH 31<sup>ST</sup> 2027, WITH THE POSSIBILITY OF FURTHER FUNDING**

**Responsible to:** Drop-in Services Coordinator

**Starting Salary:** £26,700 for 35 hours weekly, £18,309 pro rata for 24 hours weekly

**Working Hours:** 24 hours over Mon-Saturday as arranged, including each weekly Friday and Saturday 1-5pm. Some evening work will also be required.

**Location:** 32-32A Cockburn Street, Edinburgh EH1 1PB

Crew seeks to reduce harm from stimulant drug taking and improve public health, working with people who take drugs and a wide range of local, national and international partners.

## **ROLE PURPOSE**

You'll provide low-threshold, non-judgemental advice, information and support about stimulant drugs and sexual health in a busy, public Drop-in environment, facilitating opportunities for peer education for young people aged 12-25 as well as dealing with queries from the general public, working with Crew's volunteer peer educators.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Co-ordinate and supervise daily activities and volunteers in the Drop-in shop, including weekly Saturday openings 1-5PM
- Provision of Brief Intervention support work with young people around drug taking
- Assist in measuring the impact of the Drop-in service by daily data collecting and supporting the Drop-in Services Coordinator in analysing and reporting
- Ability to take a pro-active role in service development and capitalise on new opportunities, while prioritising agreed targets
- Provide Take Home Naloxone training, C:Card services, pregnancy testing and blood-borne virus (BBV) testing



- Responsibility for cleanliness of the Drop-in
- Responsibility for regular stock taking and recording, and ordering supplies
- Assist in maintaining Drop-in volunteer shift rota and securing volunteers to take up shifts
- Provision of regular 1-2-1 support and supervision of volunteers
- Assist the Drop-in Services Coordinator to plan and help run forums, sub committees and other meetings with the volunteer team
- Assist with the advance planning and publicity of volunteer social events
- Help to deliver induction and Continuing Professional Development training for volunteers alongside the Drop-in and wider Crew teams
- Maintain contact and communication with the Crew staff team, contributing to and attending fortnightly whole Crew team meetings, Drop-in team meetings and other meetings as required
- 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	
Ability to work as part of a team, working collaboratively with colleagues  Ability to self-manage to a high level  Ability to balance a variety of competing priorities and meet deadlines  Ability to respond positively to constructive feedback, improving practice as a result  Ability to take a pro-active role in service	Understanding of social media communications and how young people engage with them

<p>development and capitalise on new opportunities, while prioritising agreed targets</p> <p>Ability to build positive relationships with and motivate volunteers</p> <p>Ability to work collaboratively with other organisations</p> <p>Ability to engage effectively in line management and case supervision/reflective practice</p> <p>Excellent time management skills and highly organised</p> <p>Excellent verbal and written communication skills</p> <p>ICT applications particularly MS Word, Outlook</p> <p>Work well under pressure in an extremely busy environment and deal positively with change</p> <p>Monitoring and evaluation</p>	
Previous Experience	
<p>Working to improve the health and wellbeing of young people</p> <p>Providing evidence-based 1-2-1 support to young people e.g. Brief Interventions</p> <p>Working with volunteers</p>	<p>Working in a drop-in environment</p> <p>Managing volunteers</p> <p>Recruiting volunteers</p> <p>Social media communications</p>



Providing support and supervision for volunteers  Working experience of peer support initiatives  Working with drugs and/or sexual health issues  Track record of effective self-care	Petty Cash handling
Education Knowledge	
Youth Work or community education qualification or equivalent <b>OR</b> at least 1 years' experience of working in a young people's setting	Training in sexual health or psycho-stimulant drug use issues  Motivational Interviewing training  Brief Interventions training  Adult and child protection training  C: Card trained  Blood Borne Virus (BBV) dry blood spot testing training  Pregnancy testing training  First Aid/First Aid at Work qualification or equivalent  Take Home Naloxone training
Attitudes Personality	
Commitment to Crew's ethos and understanding of the need to work <b>with</b> people	

<p>to effect positive changes</p> <p><b>Commitment to organisational values:</b></p> <p><b>Accepting:</b> non-judgemental, unconditional positive regard</p> <p><b>Genuine:</b> being genuine and real with each other</p> <p><b>Empathic:</b> understanding other people's journeys</p> <p>Justice-focused: acting to change the balance of power towards justice, equality and human dignity</p> <p><b>Accountable:</b> we trust in our courage to own mistakes and learn from them; we are realistic about what we commit to do, and we do it</p> <p>Adaptability and flexibility</p>	
Other	
<p>Ability to work flexible hours weekly including fixed weekly Fridays and Saturdays 13.00 – 17.00</p>	