

Job Description

Post Details

Post Title: GROW Trainee
Based: Bedford/Central Bedford
Salary Scale: £23,400 per annum
Hours: 37.5 hrs
Length of Contract: Fixed Term (24 months)

1. Job Summary

- To provide 1:1 support to up to 10 service users
- To lead and/or facilitate recovery and peer support groups
- To assist with structured interventions and programmes
- To ensure feedback from service users is gathered in a range of different ways.

2. Main Duties

- To support service users to access appropriate services.
- To develop, monitor, evaluate and report on the action plans of our service users.
- To carry out effective assessment of potential and current service user's support needs.
- To assist in the identification, recruitment, training & co-ordination of volunteers in accordance with CLI policies, frameworks and procedures.
- To provide regular support, as-and-when required, to volunteers involved with the programme.
- To be able to work flexibly when necessary in order to meet the needs of the client group.
- To use the organisation's computer systems to record, report and communicate with clients, staff and other organisations where required.
- To contribute to regular reports on programme activity as required for the service.
- Work alongside and develop effective relationships with other service staff.
- To liaise effectively with local partner organisations and other relevant agencies to ensure ease of transition and access to services for SAMAS service users.

3. Other

- To be proactive in identifying your own training needs and, with support, identify and access appropriate training to address those.
- Comply with Health and Safety policies and procedures.
- Ensure the implementation of CLI's policies and procedures.
- Carry out such other relevant duties, as required.

Person Specification – GROW Trainee

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Experience/Skills/Knowledge	<p>Lived or learned experience of the common issues faced by people with alcohol / substance misuse problems</p> <p>Good administrative and IT skills and the ability to maintain records effectively</p>		A, I.
Personal Attributes	<p>Strong belief in change and a desire to support people to make positive lifestyle choices</p> <p>Flexible and responsive approach</p> <p>Empathy and understanding of the issues faced by the people we support</p> <p>Willingness to learn and develop own knowledge and practice</p> <p>Good communications skills</p> <p>Team player, Positive, enthusiastic “can do” attitude</p>		A, I

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Other	<p>Current driving licence, use of car and appropriate business use Insurance</p>		A

Key: A – Application Form

I – Interview

E – Practical Exercises

Recruitment of Ex-Offenders Policy

This policy applies to paid employees of Community Led Initiatives CIC (CLI) and volunteers who volunteer directly with Community Led Initiatives and its associated projects.

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, CLI complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- CLI is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within CLI and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows CLI to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in CLI who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or opportunity to volunteer.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with CLI. This will depend on the nature of the position and the circumstances and background of your offences.