


Job Description and Person Specification	Job Description Developed By: Senior management team Date: 01/05/2024 Version number: 1
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Renaissance at Drugline Lancashire Ltd	 <p>Employed by Renaissance-UK Ltd</p>
Funder/Commissioner reporting requirements	<p>Renaissance All Commissioners of the Service</p>
Reporting Line	<ul style="list-style-type: none"> - Chief Operating Directors - Renaissance-UK Ltd Council of Management Trustees & Directors
Job title Function	<ul style="list-style-type: none"> - Drug and Alcohol Harm Reduction and Assertive Outreach Manager - To be responsible for the line management of operational service staff including performance management, supervision, and appraisals. To ensure that the aims, objectives, and outcome related targets of funding requirements are met, whilst working to the service’s philosophy. To drive forward and develop the Drug and Alcohol Harm Reduction and Drug Related Death agendas, whilst contributing to and working towards Blackpool Public Health action plans.
Hours and salary	<ul style="list-style-type: none"> - 37.5 hours per week , some flexibility of hours is required and may involve some weekend and evening work - Scale £37,336.00 to £40,221.00 pa
Key areas of responsibility	<ul style="list-style-type: none"> - Provide supervision and appraisal to other individuals - Enable learning and group learning through presentations - Develop and disseminate information and advice about our core services - Implement Policies of Harm Reduction to individuals and third parties - Contribute to the development of organisational policy and practice - Improve organisational performance - Promote your organisation and its services to stakeholders - Develop a service-user focused organisation

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	<ul style="list-style-type: none"> - Allocate and monitor the progress and quality of work in your area of responsibility - Lead, plan, and implement change, particularly in line with the Harm Reduction and Drug Related Death agendas - Establish information management and communication systems - Receive, analyse, process and store information - Undertake research and evaluations for the service and its clients - Provide leadership in your area of responsibility - Ensure compliance with legal, regulatory, ethical, and social requirements - Develop the culture of your organisation (offer support to) - Manage risk - Preparing reports and returns - Recruit, select and retain staff - Lead teams to provide a quality provision - Allocate and monitor the progress and quality of work in your area of responsibility - Manage the Harm Reduction Budget - Develop and implement operational plans for your area of responsibility - Develop your professional networks - Develop productive working relationships with colleagues - Plan, chair and support meetings - Represent our agency at external meetings - Research the needs of the local population for provision of health care - Review strategies and plans to meet local need - Contribute to tendering opportunities and contracts - Comply with the organisation's ethos, policies, and procedures 	
Contract type	<ul style="list-style-type: none"> - 12-month fixed term contract, 37.5 hours, or part thereof on a pro rata basis as defined in the employment contract. 	
Career Framework Level Practitioner	<p>It is in the nature of the work that tasks and responsibilities are, in many circumstances, unpredictable and varied. All members of staff are therefore expected to work in a flexible way when the occasion arises, to undertake tasks that are not specifically covered in their job description. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included on the job description in consultation with the member of staff.</p>	

Personal Specification

Criteria	Essential (pre-requisite for job)	Desirable	Evidence Application and/or Selection process A and /or S
<p><i>Education/ Qualification</i> Evidence of education to degree standard and/or a management qualification (or working towards) GCSE or equivalent in Maths and English (Grade C or above or equivalent)</p>	x x		
<p><i>Skills, Knowledge and Abilities</i></p> <ul style="list-style-type: none"> • Demonstrate strong leadership skills • Demonstrate up to date knowledge to ensure a safe organisation, including Safeguarding • Knowledge and understanding of Drug and Alcohol Harm Reduction • Knowledge of appropriate local support agencies and services • Knowledge of the core requirements of a quality voluntary sector organisation and development and application of monitoring, financial, HR and other infrastructure systems • Demonstrate an up-to-date knowledge of the importance of partnership working with statutory and voluntary bodies • Experience of people and project management • Experience of initiating and delivering training and education programmes • Experience of developing and distributing policy, procedures, information, and education materials • Experience of reporting on contract progress and development • Experience of managing a contract budget • Experience of working within the voluntary sector • Experience of negotiating contracts and payments 	x x x x x x x x x x x x x x	x x x x	

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Skills in communication, mathematics, and use of IT
(Employability Skills Matrix, Skills for Health 2014)

<p>Communications and Customer Care</p> <ul style="list-style-type: none"> Listen to, understand, and communicate complex information, adopting effective questioning techniques to elicit a range of views Respond constructively and confidently to queries and complaints, ensuring contributions meet the needs of the audience and persuade and influence others in a way that builds team confidence and promotes the confidence of service users Read and understand a range of texts, writing effectively for a range of contexts and situations, maintaining honesty, integrity, and transparency 	x		
<p>Use of IT</p> <ul style="list-style-type: none"> Use IT to meet identified needs and plan and evaluate the work of the team effectively. 	x		

Team working skills and attributes
(Employability Skills Matrix, Skills for Health 2014)

<p>Working with Others</p> <ul style="list-style-type: none"> Work with others towards achieving shared goals, learning from mistakes and being open to the opinion of others including service users Receive and give constructive feedback Show interest in your work, developing with the team a clear purpose and work objectives Seek and value the contributions of others, managing and resolving conflict when appropriate Lead, support, and motivate other members of the team 	x		
	x		
	x		
	x		

Personal: personal skills, qualities, values, and behaviours
(Employability Skills Matrix, Skills for Health 2014)

<p>Demonstrate positive attitudes, values and behaviours</p> <ul style="list-style-type: none"> Demonstrate honesty, integrity, care, and compassion always, and maintain the dignity and confidentiality of the service users and staff Show interest in work and identify and suggest alternative ways of getting the job done Present a positive image, recognise, and reflect on your own work and value other peoples 	x		
	x		
	x		

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<p>Be responsible</p> <ul style="list-style-type: none"> • Be responsible and accountable for your own actions and the actions of your group, including effective leadership • Manage your work/life balance, and attend work as required on time • Understand your rights and responsibilities at work, lead on health and safety policies, practices, and procedures • Understand your responsibility to identify and raise any issues relating to the service with more senior staff • Understand and respect confidentiality in relation to work • Plan and manage time and resources to achieve goals • Assess, weigh, and take steps to minimise and manage risk 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p>	
<p>Be adaptable</p> <ul style="list-style-type: none"> • Carry out multiple tasks or projects • Be open and respond constructively to change, seek help when necessary 	<p>x</p> <p>x</p>		
<p>Learn continuously</p> <ul style="list-style-type: none"> • Take responsibility for your own learning and be willing to continuously learn and grow, reflecting on your own practice and encouraging others to reflect on their practice • Assess personal strengths and areas for development, set own learning goals and plan and achieve your learning goals. 	<p>x</p>	<p>x</p>	