

## The Daniel Spargo-Mabbs Foundation

### Drug Education Coordinator (Scotland - Grampian)

#### Job Description and Person Specification

#### CONDITIONS OF SERVICE

|                |  |
|----------------|--|
| Job Title:     | Drug Education Coordinator (Scotland - Grampian)                       |
| Hours:         | 15 hours per week (0.4FTE/ 37.5 hours per week full time)              |
| Annual salary: | £10,400 (£26,000 pro rata)   |
| Location:      | Hybrid (home/schools/office base Marischal College, Aberdeen AB10 1AB) |

Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

#### JOB DESCRIPTION

##### Role overview:

This role involves the coordination and delivery of DSMF drug education in the Grampian region, working with the Head of Education and Engagement and Director to develop provision regionally and more widely.

**The Daniel Spargo-Mabbs Foundation** is a drug and alcohol education charity, founded by Fiona and Tim Spargo-Mabbs in 2014 in response to the death of their 16-year-old son Dan having taken ecstasy. The charity aims to support young people to make safe choices and reduce harm, through increasing their understanding of the effects and risks of drugs and alcohol, and improving their life skills & resilience. They work with young people, parents, teachers and professionals, in schools, colleges and communities across the UK. For more information see [www.dsmfoundation.org.uk](http://www.dsmfoundation.org.uk)

##### Key areas of work:

1. Coordinate DSM Foundation drug education programmes in the Grampian region:
  - a) Communicate effectively with schools, colleges, community groups and professionals to build positive relationships, promote the work and principles of the Foundation, and negotiate for the Foundation to deliver projects;
  - b) Co-ordinate projects as required, ensuring funders' reporting requirements are met, deadlines and targets are achieved, and monitoring and evaluations undertaken;
  - c) Liaise with DSMF bookings team to coordinate details of bookings, including negotiating costs and ensuring all the necessary information has been given and received to enable effective delivery and evaluation;
  - d) Ensure schools, colleges and other organisations are fully aware of the range of resources and support available within the DSMF drug and alcohol education programme, including the play, encouraging a comprehensive programme is organised as appropriate for their needs;

- e) Ensure evaluation feedback is provided by students, parents and teachers in a timely manner, including for external evaluation, and report as required;
  - f) Develop positive connections with relevant organizations and stakeholders to strengthen the DSM Foundation's drug education work in Scotland;
  - g) Co-ordinate events and activities organised and delivered by the DSM Foundation as needed, including sending and following up invitations, providing information for invitees/delegates, organising catering if needed, and sending any follow-up communications.
2. Deliver DSM Foundation drug and alcohol education projects and programmes supporting young people to make safe choices about drugs, both in person, online and in pre-recorded formats:
    - a) Develop, deliver and evaluate drug and alcohol education sessions for young people;
    - b) Support planning and delivery of training for school staff and other professionals working with young people;
    - c) Support planning and delivery of drugs awareness workshops for parents/carers;
    - d) Deliver introductory sessions to Youth Ambassadors to provide a youth voice in their school community and to the DSM Foundation and support the work of the charity.
  3. Fully integrate equalities issues into all aspects of the work and where appropriate involve service users in the work of the DSM Foundation
  4. Be self-servicing in terms of all administration including word processing, preparation of workshop slides, reports, letters etc.
  5. Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.

***Please note: This post will be based in Aberdeen and work primarily across the Grampian region, which will sometimes require travel to more remote schools.***

**Safeguarding statement:** The Daniel Spargo-Mabbs Foundation acknowledges its duty of care to safeguard and promote the welfare of children. We are committed to ensuring our safeguarding policies and procedures reflects statutory responsibilities, government guidance and complies with best practice to keep children safe and to respond to all child protection concerns.

## **PERSON SPECIFICATION**

### **Essential**

- Experience of developing and delivering drug and/or alcohol education in schools, colleges and/or the community\*
- Experience of working with young people\*
- Passion to support young people to make safe choices about drugs\*
- Knowledge of substance use and particularly its physiological, psychological and social impact\*
- An understanding of safeguarding issues, with the ability to support the health and safety of yourself and individuals within projects
- Experience of project co-ordination
- Ability to communicate effectively, both in writing and orally, with a wide range of people and agencies
- Organisational skills
- Negotiation skills
- Experience of working within a diverse community and ability to integrate equalities into all aspects of the work
- Good IT skills and ability to be administratively self-servicing
- Ability to work individually and as part of a team
- Ability to be self-motivated
- Ability to prioritise and manage your workload to ensure deadlines are met
- Ability to travel to other locations nationally, including possible overnight stays
- Ability to work flexibly in terms of the work programme, and time and place of work

### **Desirable**

- Experience of awareness-raising work
- Experience and knowledge of the voluntary sector

**\*Criteria used for short listing for interview**