The Daniel Spargo-Mabbs Foundation

Drugs Educator (London)

Job Description and Person Specification

CONDITIONS OF SERVICE

Job Title:	Drugs Educator
Location:	Based at home and working in various settings
Salary:	£28.17 to £30.52 per hour (delivery); £16.43 per hour (non-delivery)

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

JOB DESCRIPTION

Role overview:

To contribute to the planning and delivery of the DSMF drugs education programmes.

Key areas of work:

1. Deliver DSMF drug and alcohol education projects and programmes supporting young people to make safe choices about drugs. In particular to:

    a. Plan, deliver and evaluate drug and alcohol education sessions for young people
    b. Plan, deliver and evaluate training for school staff to deliver drugs awareness lessons
    c. Support planning and delivery of drugs awareness workshops for parents/caregivers

2. Fully integrate equalities issues into all aspects of the work and where appropriate involve service users in the work of the Foundation

3. Be self-servicing in terms of all administration including document generation (Word, PowerPoint), accessing shared files, using online tools etc.

4. Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.

Please note that this post may involve travel to venues across the South East, and occasional overnight stays, but this would only be proposed with sufficient notice and with agreement.

PERSON SPECIFICATION

Essential

- Experience of working in drug and alcohol education (or in education) in schools, colleges and/or the community*
- Significant experience of working with young people*
- Experience of developing and delivering workshops and courses* (related to substance use - desirable)
- Knowledge of substance use and particularly its physiological, psychological and social impact*
- Experience of working within a diverse community and ability to integrate equalities into all aspects of the work
- An understanding of safeguarding issues, with the ability to support the health and safety of yourself and individuals within projects
- Good IT skills, confidence and competence in use of technology, online communication tools and shared systems
- Ability to be administratively self-servicing
- Ability to communicate effectively, both in writing and orally,
- Ability to work independently as well as collaboratively as part of a team
- Ability to be self-motivated
- Ability to prioritise and manage your workload to ensure deadlines are met
- Ability to drive to schools and settings if this is required
- Ability to travel to other locations nationally, including 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 to be highlighted in personal statement**