



CLUED UP PROJECT

Job Application Pack

The Clued Up Project has been in existence since 1994 and has been a Third Sector organisation since April 2004.

Clued Up provides a comprehensive “youth friendly” substance use support and information service to young people under 25 across Fife, also targeting the wider issues of general well-being and lifestyle.

Our service involves:

Outreach Service 12 – 18 year olds

Specialist Employability Service 16 – 25 year olds

- One to one support
- Group work
- MAIT (Mobile Alcohol Intervention Team)
- User involvement
- Information clinics and stalls
- Condom distribution
- Drop in provision

This post will work within the Making it work for Families partnership project in the Levenmouth & Kirkcaldy areas. We will be supporting lone parent, low income or out of work families affected by current, historic or at risk of substance use where there is a young person living at home who is in S1 or S2 at High School. We work with the whole family to progress each individual to achieve their goals, overcome barriers and raise aspirations.

MIWFF will provide young people with 1 to 1 support sessions and groups to boost confidence, realise ambitions, and achieve potential. We work with parents and carers to provide holistic support at a pace that suits them. Our family learning coordinator will create opportunities for families to play, laugh, and learn together. We will Support households to budget, maximise income, and address debt. We work with families to support them with historic or current substance use.

Making it work for families brings expertise in from 4 services:-



How to apply:-

Applications should be made on the Clued Up application

Online at:- <http://recruitment.cluedup-project.org.uk/>

CLOSING DATE: - Monday 28th September 12 noon

Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

Selection Process

Short listed candidates will be advised of the interview date. We do not normally advise those who are not being invited for interview.

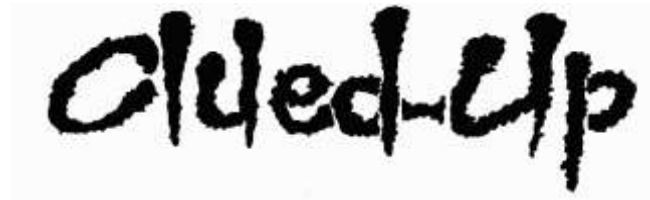
Information for applicants with disabilities

If you require it, we will arrange to have the application form made available in other formats such as tape, Braille or large print, but please let us know in plenty of time, as we may need to ask for assistance from other agencies. Please contact us if there is any other assistance you require.

Website. www.cluedup-project.org.uk

Scottish Charity Number: SC 035036
Company registration number 340206

**THANK YOU FOR THE INTEREST YOU HAVE SHOWN IN
WORKING WITH CLUED UP**



JOB PROFILE

Job details

- **Service** Clued Up Project
- **Location** The Bunker, 441 High Street Kirkcaldy
- **Job Title** **MIWFF** Development Worker
- **Responsible to** Team Leader
- **Hours of work** 36 hours per week
- **Special Conditions:** Hours will include evenings and some Weekends. Local travel.
- **Grade and salary** **CU7 point 22 – 25 £25,980 to £29,678**

Purpose of job

Provide a Comprehensive “youth friendly” substance use support and information service for young people under the age of 25 in the Fife area, also targeting the wider issues of general wellbeing and lifestyle.

The post holder will work within the Making It Work for Families initiative with Fife Gingerbread, CARF and FIRST to provide a whole family support service to achieve their employment potential, through the provision of individual tailored programmes of support.

Duties and Responsibilities

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Face to face work.

- Provide young people with one to one support on a consistent basis having an outcome focused approach.
- Make and develop open, honest and trusting relationships with young people by meeting them on their own terms

- Provide assessments of young people's needs and complete written work plans based on young people's outcomes.
- Respect confidentiality within established boundaries both with young people, support staff, partners, teachers etc.
- Encourage and facilitate progression for young people into a range of employment, training/education and leisure opportunities.
- Be able to highlight with young people their progression in whatever they are achieving, and how this contributes to their employability status.
- To manage, organise and deliver a varied activity/group work programme,
- Be able to work with young people on individual tailored programmes of support.
- Develop the youth forum and work to progress them with participatory budgeting and co-production.
- Work on an outreach basis.
- Promote effective involvement of young people in decision-making processes.
- Support the partnership in delivering tea time clubs, family learning and family activities.
- Work within the GIRFEC Framework.

Contacts and relationships.

- Liaise with other professionals and agencies in assisting individuals toward goals.
- Refer clients to other agencies where appropriate.
- Establish and maintain good working relationships with the Project Staff Team, Service Users and other Agencies
- To be involved in Staff Meetings and other Partnership Meetings and be willing to undergo any appropriate training.
- Network and build relationship with organisations and those in direct partnership with this initiative.
- Work with the partners involved to develop appropriate information sharing protocols to enable tracking of young people.
- Participate, at local level, in multi-agency initiatives, events or working-groups, where issues about young people, substance misuse and employability are a concern.
- When required, ensure that referrals to the service are effectively dealt with through liaison with the Clued Up staff team in as short a timescale as possible.

Other Duties

- To support the Project in keeping with its aims and philosophies, in conjunction with other team members to facilitate and develop new initiatives to meet individual and community need.
- To work within the Employability Framework.
- Keep appropriate records and keep in line with Clued Up's Client Management system and paper work procedures.
- In conjunction with Clued Up, CARF, Fife Gingerbread and FIRST, implement the evaluation and monitoring Framework and use the appropriate client management system for recording Data and client files.
- Provide a range of reports for Service Manager/Team Leader, as required within predetermined timescales.
- Work within Clued Up's policies and guidelines.
- To be willing to work as and when directed by the Management.
- Work to the targets and outcomes set out by the funding agreement.
- Devise a range of strategies to engage hard to reach young people.
- Support and supervise students/volunteers when required.

Special Conditions/Requirements

- It is a requirement that the jobholder will work outwith normal working hours and/or during weekends.
- The jobholder may be required to perform duties appropriate to the job other than those given in the Job Profile without changing the overall purpose of the job.
- There will be an element of co-location of the staff within different partners premises once covid – 19 restrictions have eased.

Continued Professional Development

- Reflect on and evaluate one's own values, priorities and effectiveness and synthesise new knowledge into practice.
- Maintain and record Continued Professional Development.

Other Information

- Before confirming appointment, you will be required to obtain Protection of Vulnerable Groups (PVG) scheme membership through Disclosure Scotland and become a member of the relevant PVG scheme.

**CLUED UP PROJECT – YP EMPLOYABILITY DEVELOPMENT WORKER
PERSON SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIERABLE	METHOD OF ASSESMENT
Experience	Experience of work with young people affected by substance use. Experience of issue based and development work. Evidence of reflective practice involving young people.	Counselling skills A sound understanding of work within a statutory and voluntary sector	Application and interview
Education, qualifications and training	Training within the substance misuse field, working with young people Driving licence. Degree in Community Education or equivalent and equivalent experience.	First Aid Certificate MIDAS certificate Training within the Employability field.	Application and Interview
Skills abilities and knowledge	The ability to set up and mange group work opportunities. Knowledge of the drug/alcohol field in Fife. A proven ability to develop innovative ideas and ways of engaging with hard to reach young people. A proven ability to work within a holistic team A proven ability to work using own initiative. A proven ability to plan and evaluate work programmes centred on young people's needs. An ability to work young people on a one to one basis in an outcome focused way, write work plans and work within the GIRFEC framework. Knowledge of the field of employability. Ability to maintain existing networks and develop new ones. A proven ability to work to pre-planned targets, deadlines and monitoring of these.	Preparation of reports Presentation skills. Knowledge of other issues affecting young people, e.g. mental health, sexual health, numeracy and literacy. The ability to deal with large volumes of paper work specific to the role, for funders, Manager, Board of Directors and the Government. The ability to be flexible and responsive to the changing priorities of the young people. Manage workload and diary efficiently and economically	Application and interview
Interpersonal and social skills	Ability to motivate and empower young people to make decisions. Demonstrate the ability to communicate with hard to reach young people on their level. Be able to communicate appropriately with various sectors and communities. Ability to approach individuals and communities in non judgemental manner. Good sense of humour.	Ability to deal with conflict and challenging behaviour.	Application and Interview
Health and physical attributes	Ability to gain trust of young people. Self motivated, enthusiastic and offering a high degree of professional commitment. Ability to carry out the duties of the post effectively.		