



# **THE ALNWICK GARDEN**

## **JOB DESCRIPTION**

for

*Drugs Education Officer*

2019

Signed off by: .....

Agreed by: .....

# **The Alnwick Garden**

## **Job Description**

### **Post Details**

<b>Job title:</b>	<b>Drugs Education Officer</b>
<b>Directorate:</b>	<b>Education</b>
<b>Function:</b>	<b>Deliver on-site and outreach programmes in relation to drugs education</b>
<b>Post reports to:</b>	<b>Head of Community and Education</b>
<b>Salary:</b>	<b>Competitive</b>
<b>Hours:</b>	<b>Full-time at 37.5 hours per week</b>

---

### **MAIN PURPOSE OF THE ROLE**

To develop and deliver a drugs education programme with the aim to educate children, young people and applicable adults around substance misuse, impact, criminality and consequences.

Programmes should be tailored appropriately for age ranges, level of understanding and the vulnerability and need. The aim is to engage with schools, groups and organisations to deliver factual provision and to reach as wide a demographic as possible.

Work in partnership with relevant third sector and statutory organisations to roll the programme out, involving specialist expertise where needed.

Offer is subject to fully enhanced DBS and references.

**DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Work within an allocated budget.
- Develop and implement programmes to deliver drugs education, both here at The Garden, and on an outreach basis.
- Engage with groups, liaising with appropriate individuals, negotiating and planning activities
- Develop new projects in regards to leaving a legacy of learning, education and knowledge which schools and relevant organisations can continue to utilise and tap into.
- Implement methods for showcasing work, as well as methods for measuring social impact of all projects and work.
- Promote the project through relevant channels, forging new partnerships and collaborate with relevant partners to have as wide a reach as possible.
- Support the Head of Community and Education to identify funding streams and potential for expanding work.
- Abide by and ensure that health and safety is a priority in all work completed.
- Report and feedback on projects to the Head of Community and Education.
- Any other duties allocated by the Head of Community and Education
- 

### **ESSENTIAL SKILLS**

- Excellent knowledge around Drugs, substance misuse and misuse of prescription medication.
- Ability to engage with and deliver to a wide range of audiences
- Ability to adapt delivery, ensuring it is appropriate to the audience
- Enthusiastic team player
- Outstanding planning and organising ability
- Ability to liaise and communicate in an engaging, enthusiastic manner
- Be a positive ambassador of The Alnwick Garden, promoting our work and delivering presentations as required
- Experience of measuring social impact
- Feel confident to deliver provision alone
- Full driving licence and access to a vehicle on a daily basis

### **EDUCATION AND EXPERIENCE**

- Qualification in substance misuse awareness, at least to Level 3 standard or equivalent experience
- Teaching qualification or relevant demonstrable experience
- Experience in developing educational services
- Experience in planning, writing, implementing, delivering and managing outreach projects
- Report and feedback on projects to the Head of Community and Education.
- Experience of delivering drugs education to an array of audiences

- Experience of implementing measures to assess the social impact of education programmes and workshops
- Trained in safeguarding for adults and children

### **COMPLIANCE**

- To ensure compliances internally and externally throughout The Alnwick Garden are being adhered to which will minimise any risk to the business and recording these centrally.