

This post requires that the post holder has the skills and experience to fulfil the job description. Please address yourself to the points marked * below and explain clearly in your application how your experience and knowledge meets each of these requirements.

(D) Denotes Desirable Experience.

Experience:

1. A relevant professional background in the addiction, homelessness, social care, complex needs, and/or support fields.
- * 2. **Experience of working with people facing challenges with substance abuse including those in recovery and in active addiction.**
- * 3. **Experience of providing effective line management and team supervision and support.**
4. Experience of Psychologically Informed Practice and providing Trauma Informed Care. (D)
- * 5. **Experience of service development and continuous improvement.**
6. Experience of budget management and control of operational expenses.
7. Experience of effective joint working with voluntary and statutory organisations.

Skills/Ability/Knowledge:

8. Knowledge and understanding of issues surrounding addiction and the role trauma can play in addiction.
9. Knowledge of group work and group processes.
10. Knowledge and ability to work with the twelve-step model of recovery from addiction.
11. Knowledge of CBT therapeutic tools and approaches.
12. Ability to manage change and lead a team through change.
13. Ability to monitor and report on financial and performance targets.

14. Ability to develop and manage efficient office administrative systems.
15. Ability to manage risk to ensure excellent health and safety practice.
16. Ability to develop and implement operational policies and procedures.
17. Ability to plan work, work independently, prioritise competing demands and deal with stress.
18. Good IT skills, particularly experience of using Microsoft Word and Excel.
19. Ability to collate data and present information in written reports.

Other Essential:

20. Knowledge of CQC (Care Quality Commission) standards, and a commitment to apply for Registered Manager status.
21. A commitment to the development and implementation of Equal Opportunity Policies.