

**The Alcohol and Drug Children and Families Service** is a newly commissioned service by Scottish Borders Alcohol and Drug Partnership. Run by Action for Children and Face2Face Borders the Service has specific aims to:

- Reduce the level of harms associated with alcohol and drugs experienced by children, young people and their families and improve their wellbeing.
- Reduce the impact of alcohol and drug misuse and bring about sustainable changes in behaviour of children and young people and their families.
- Provide support, information and advice on alcohol and drug use to professionals in other agencies seeking best practice guidance.

This is an exciting opportunity, developing and managing a service which is a key element of the Future Model of alcohol and drugs services in Borders. The Future Model assumes maximum co-operation and joint working between all specialist substance misuse services and with universal services. The Alcohol and Drug Children and Families Service is seen as an integral component in the local approach to GIRFEC and staff within the Service shall therefore be considered part of a virtual locality children and young people's team.

**Service Co-ordinator**

**£23,061 - £27,081 pa pro rata | Part-time, 30 hours per week**

**Ref. HRSS003566 | Galashiels**

This post sits within Action for Children but involves the day to day management of the Scottish Borders Alcohol and Drug Children and Families Service; a partnership Service run by Action for Children and Face2Face Borders. The service provides support to children, young people and families and a range of support requires to be planned to ensure a responsive and support package for received referrals. The Service Co-ordinator will play a key role in liaising with local agencies to develop the Service in line with the SLA and requirements of the ADP. In addition the Service Co-ordinator will work closely with partners to manage the Service budget and complete all recording and reporting requirements.

The Service Co-ordinator will work with other Action for Children managers to provide out of hours support to practitioners for which an additional payment will be given.

**You'll need:**

Relevant qualifications in Social Work, Education, Youth or Health or SV1V equivalent

Prior experience in the management of a service and service development

Prior experience of managing practitioners - supervision and performance improvement

Direct experience of supporting vulnerable children, young people and families within the community and in particular in the area of substance use

Willingness to take part in management on-call; working within a team of managers as part of a rota to provide to practitioners who are undertaking direct work out of office hours.

Sound IT skills, written and verbal skills

Full drivers licence, use of a car and business car insurance.

And while you're taking action for children, we'll be taking action to make sure you're fulfilled, with ongoing support, training and development.

Action for Children. Whatever it takes. For as long as it takes.

**For further information please contact Paula Gaunt-Richardson, Action for Children Children `s Service `s Manager - Mobile 07919414423 and to apply visit**

**[www.actionforchildren.org.uk/jobs](http://www.actionforchildren.org.uk/jobs)** or write to Action for Children, Human Resource Shared Service, City Park, 368 Alexandra Parade, Glasgow G31 3AU quoting the reference number.

**Closing date:** Thursday 10<sup>th</sup> April 2014.

**Interview date:** Thursday 17th April 2014.

Committed to quality, equality and valuing diversity, we welcome applications that reflect the cultural diversity of the communities within which we work. Registered charity no. 1097940. Company no. 4764232. Charity registered in Scotland SC038092.