

11<sup>th</sup> September 2020

Dear applicant,

Re: Antidote Recovery Workers (City and Hackney Partnership)

Thank you for your interest in this role. This information pack provides you with details of the role and how to apply. It contains:

- Covering letter
- Information about London Friend
- Job Description
- Person Specification
- Application Form
- Equality monitoring form

Please read the job description and person specification carefully, and ensure that you address all the points in the person specification in your application. **Please do not submit additional documents or send a CV: these will not be considered as part of your application.**

A Word version of the application form is available to download from our website here: <https://londonfriend.org.uk/jobs/>

The closing date for this position is 5pm on Wednesday 30<sup>th</sup> September 2020. Applications submitted after this time cannot be considered. If you would like to discuss this role please contact me by email [monty@londonfriend.org.uk](mailto:monty@londonfriend.org.uk)

Good luck with your application!

Yours sincerely,

Monty Moncrieff MBE  
Chief Executive



## Information about London Friend

London Friend works to promote the health and well-being of lesbian, gay, bisexual and transgender (LGBT) people. We do this by providing services that support individual LGBT people directly; by engaging LGBT volunteers in the delivery of these services; and also by giving our service users a voice to contribute to the strategic development and inclusion of LGBT people within health and care services.

We are the oldest LGBT charity in the UK, set up in 1972.

We want to improve the health and well-being of LGBT people who experience a disproportionately high level of health inequalities compared with the general population. Our services aim to improve health outcomes and allow LGBT people to live more active lives as connected and integrated members of their communities.

We aim to achieve this by providing group and one-to-one support that improves individuals' self-confidence; reduces common mental health issues such as anxiety and depression; improves individuals' engagement in social and physical activities; improves physical health such as reduction in alcohol or drug use, and adherence to HIV medication; and promotes community engagement through volunteering. We also aim to use the experiences of our service users and volunteers to influence improvements in health and care for LGBT people through our strategic partnerships.

We have a small staff team and a large base of around 100 volunteers. We work from our base in Kings Cross and also at satellite and partnership venues around London, including several innovative partnerships with NHS substance misuse and sexual health services. We work strategically with other LGBT organisations, and as a member of the National LGB & T Partnership we are an alliance partner to the Department of Health, NHS England and Public Health England.

London Friend won a GSK IMPACT UK Award in 2016, given to small and medium-sized charities excelling in health and wellbeing. We also won a National Diversity Award in 2014. In 2016 our volunteers were awarded the Queen's Award for Voluntary Service.

London Friend offers generous annual leave entitlement (30 days for full time staff, pro-rata for part-time staff), and makes a 5% employer's contribution to our pension scheme.





## LGBT Recovery Support Worker (City & Hackney) – Antidote Drug & Alcohol Service

### Job Description

<b>Hours of Work:</b>	<b>35 hours per week (regular evening and some weekend work included)</b>
<b>Salary:</b>	<b>£28,000 per annum pro-rata (inclusive of Inner London Weighting)</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Responsible To:</b>	<b>Antidote Manager, local Partnership team manager</b>
<b>Responsible For:</b>	<b>Supporting Antidote Volunteers (no line management responsibility)</b>

#### Role information

London Friend's Antidote service provides high quality drug & alcohol psycho-social treatment and support to LGBT+ people utilising harm reduction & abstinence-based methods. Antidote is a part of London Friend which aims to support and promote health & wellbeing for LGBT+ people living in the London area.

In October 2020 we will begin a new partnership delivering substance misuse treatment and support in the London Boroughs of the City of London and Hackney. This is led by Turning Point, and in partnership with Mind in the City, Hackney and Waltham Forest. London Friend is the LGBT lead for the partnership.

Recovery support workers will provide support to LGBT people experiencing difficulties with drug or alcohol use, including supporting those engaged in chemsex, and incorporating HIV prevention initiatives. They will hold a caseload of clients and be responsible for their assessment, case planning, review, and ongoing care. They will deliver group programmes and provide outreach to LGBT people in community settings including local sexual health clinics.

The postholder will be employed by London Friend, and working within a multi-agency team based in the two Boroughs and local satellite locations. They will also assist with the delivery of Antidote's London-wide services, including our walk-in clinics and group programmes, with a priority on identifying and supporting residents of the City of London and Hackney.

The post-holder will take an active anti-discriminatory and anti-racism approach around all areas of work and will be an active member of both London Friend and the City and Hackney Partnership and will support with the aims & objectives of both services.

## **Main Tasks**

### **1. Service Delivery & Development**

- Work collaboratively with the City and Hackney Service, and work within London Friend's and Turning Point's principles and guidelines of service delivery.
- Delivering assessments and care planning and delivering one to one and group psychosocial interventions supporting LGBT people to meet individual recovery goals.
- Contribute to the development of LGBT interventions and session content.
- Holding frequent key work sessions.
- Regularly reviewing and, where required, updating comprehensive assessment and risk assessments.
- Providing person-centred care that reflects the rights, preferences, and choices of individuals in an environment that is safe, healthy and maintains the individual's dignity and well-being.
- Administering prescriptions in accordance with stated policy and procedure and the client's needs.
- Providing an environment that is free from abuse or neglect, observing agreed safeguarding practices.
- Identifying and promoting appropriate opportunities for individuals to engage with their community. (e.g. Employment, Training and Education, volunteering etc)
- Reviewing and monitoring the individual's recovery through regular recovery plan reviews that ensure continued relevance of interventions.
- Engaging in regular 1-2-1 supervision and clinical team meetings.
- Support colleagues working with LGBT clients and LGBT issues, and with the delivery of initiatives to improve organisational capacity to effectively support LGBT people

### **2. Partnership Work**

- Assist in developing strong relationships with other sexual health, community and LGBT organisations and venues in The City and Hackney, particularly around project promotion and client referral.
- Deliver drug and alcohol treatment and support to LGBT people in satellite locations, including local sexual health services and outreach with LGBT community organisations and venues located in the two Boroughs.
- Maintain excellent communication with the Antidote Manager and other London Friend colleagues, whilst working as part of the multi-agency City and Hackney service.

### **3. Quality Standards**

- Ensure adherence to the quality standards of London Friend and the City and Hackney services particularly around Information Governance and confidentiality.
- Ensuring all data and information relating to own clients is accurate and shared in the appropriate way with key stakeholders.
- Inputting outcomes data and other information into corporate systems in accordance with stated policies and procedures.
- Ensure all safeguarding issues are brought to the attention of line management.

### **4. Monitoring and Evaluation**

- Assist in developing, assessing, monitoring and evaluating project activities.
- Ensure sensitive and confidential recording of information in line with the Data Protection Act and GDPR.
- Complete pre & post-intervention evaluation.
- Document all group work in line with London Friend good practice, particularly with regards to confidentiality, and monitor and evaluate all work with due consideration of data protection issues.

### **5. Other Duties**

- Keep abreast of developments within the drug and alcohol sector, HIV and sexual health sector and broader LGBT health sector.
- Be self-administering, keeping up-to-date and accurate client records, including managing the record keeping of volunteers supporting the service.
- Be willing to take on additional duties as and when directed.

**General:**

- To undertake general work as part of the London Friend team and City and Hackney Service and to participate in team meetings and activities as required.
- To receive regular supervision from the line manager and assist in developing own personal development plans including attending training courses as required.
- At all times to work within London Friend's policies including Equal Opportunities, Health & Safety and Confidentiality; and to observe the requirements of the Data Protection Act and Health & Safety legislation as required.
- To work outside of normal office hours on occasional evenings or weekends as required.
- To undertake any other duties appropriate to the post, as requested by the Chief Executive that are consistent with the above.

**Conditions:**

This job description does not constitute a 'terms and conditions of employment'. It is provided only as a guide to assist the employee in the performance of their job. London Friend is an evolving organisation, and the City and Hackney Service an evolving partnership and therefore changes to the employees' duties may be necessary from time to time.

The job description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Permanent Contract: 35 hour week (this may include some unsociable hours for which Time Off In Lieu will be given); starting salary £28,000 per annum pro-rata inclusive of London weighting; annual leave entitlement 30 days per annum pro rata in addition to Bank Holidays; any other terms and conditions laid out in the staff policy and procedures.

*This vacancy is subject to potential incoming TUPE activity and therefore suitable transferring employees would take priority for successful post holders. We reserve the right to withdraw the vacancy at any time.*

## **LGBT Recovery Support Worker (City & Hackney) – Antidote Drug & Alcohol Service**

### **Person Specification**

#### **Essential:**

1. Knowledge of the LGBT health sector and an understanding of the multi-stranded health needs of LGBT people.
2. Experience working to support the substance misuse and sexual health needs of LGBT people, especially men who have sex with men and in relation to HIV prevention and chemsex.
3. An understanding of the wider (non-LGBT specific) substance misuse and/or sexual health sector and service users' drug, alcohol, and sexual health needs.
4. Experience of working with drug and alcohol users with complex needs.
5. Experience in developing and delivering group work.
6. Experience of delivering health outreach work within the LGBT community or other health or community settings.
7. Experience of working on partnership projects in the healthcare sector.
8. Self-motivated with a flexible approach to your role.
9. Good all-round administration skills, especially MS Office and using databases for client record management
10. A commitment to the values of London Friend and an understanding of our organisational aspirations.

#### **Desirable:**

1. Experience of working in a drug and alcohol or sexual health service.
2. Counselling or psychotherapy qualification or experience of working in a mental health service.
3. Knowledge & experience using databases that report to NDTMS.



Please complete this form in black ink or type and email it to:

The Chief Executive  
Email: [monty@londonfriend.org.uk](mailto:monty@londonfriend.org.uk)

Please read guidance notes before completing this application form.  
Please do not attach any additional documents  
as they will not be included in shortlisting.

## APPLICATION FORM

Confidential

### Application for the position of:

Job Title	Antidote Recovery Worker (City and Hackney Partnership)	Job Reference	ACH/09/2020
Closing Date	30 <sup>th</sup> September 2020	Interview Date	TBC (early October)

#### For Office Use

Interview Date/Time	1.	2.	Offer/Reject
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### Personal

Preferred Title (eg Ms, Mr)	<input type="text"/>	Surname	<input type="text"/>
First Name(s)	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>		
Telephone: DAY	<input type="text"/>	EVENING	<input type="text"/>
Email Address	<input type="text"/>		

### Present or most recent employment/voluntary work

Job Title	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>	<i>(if applicable)</i>
Name of Organisation	<input type="text"/>					
Address	<input type="text"/>	Notice Period	<input type="text"/>			
Salary	<input type="text"/>	Other Benefits	<input type="text"/>			
To whom responsible	<input type="text"/>	How many staff are you responsible for	<input type="text"/>			



Brief description of duties

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Please indicate the position of the above job in the organisation within the staffing structure.

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Why do you wish to leave/why did you leave?

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## What formal education, vocational/professional qualifications and training do you have?

*You need only be specific about those which are relevant to the post.*

Date	Examinations/Qualifications/Training Courses	Training Organisation

## Previous work experience/voluntary work

*Please start with most recent past experience.*

From	To	Organisation's name and location	Your position and brief description of duties	Reason for leaving


Please add further jobs or relevant information to the blank page at the back of this form.

## Health

Do you have any health problems that may affect your work?

YES / NO

If YES, please specify

If you have been absent from work for a period in excess of 1 month within the last 3 years, please give details.

## Personal Information

### Rehabilitation of Offenders Act 1974

Please give details of any current convictions. (Do not include spent convictions)

## References

Please give the name and address of two referees, one of whom must be your present/most recent employer (paid or voluntary work) or academic referee. *(We will take up references before making an appointment but not usually contact them before an offer has been made.)*

### First Referee:

Name

Address

Occupation/Relationship

*Please tick box if reference can  
be taken up at any time*

### Second Referee:

Name

Address

Occupation/Relationship

*Please tick box if reference can  
be taken up at any time*

## How do you meet our requirements?

In the Person Specification are listed the qualities that are required from the successful candidate. In the spaces below, please write in each essential or desirable criterion and then indicate how you feel you meet them.

<b>Person Spec criterion number</b>	Essential 1
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**Response**

<b>Person Spec criterion number</b>	Essential 2
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**Response**

<b>Person Spec criterion number</b>	Essential 3
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**Response**

<b>Person Spec criterion number</b>	Essential 4
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**Response**

<b>Person Spec criterion number</b>	Essential 5
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**Response**

<b>Person Spec criterion number</b>	Essential 6
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**Response**

<b>Person Spec criterion number</b>	Essential 7
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**Response**

<b>Person Spec criterion number</b>	Essential 8
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**Response**

<b>Person Spec criterion number</b>	Essential 9
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**Response**

<b>Person Spec criterion number</b>	Essential 10
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**Response**

<b>Person Spec criterion number</b>	Desirable 1
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**Response**

<b>Person Spec criterion number</b>	Desirable 2
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**Response**

<b>Person Spec criterion number</b>	Desirable 3
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<b>Response</b>
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**This page is for additional information in support of your application**

**Declaration**

I declare that to the best of my knowledge and belief the information given on this form is correct:

**SIGNED**  DATE

*Please note, if any particulars given by you in this application are found to be false or wilfully omit or suppress any material facts, you may be liable to dismissal if appointed.*

Please return your completed application form to:  
Monty Moncrieff MBE, Chief Executive  
[monty@londonfriend.org.uk](mailto:monty@londonfriend.org.uk)

*Please note electronic versions of the application form are available on request.*

## CONFIDENTIAL

### EQUAL OPPORTUNITIES MONITORING FORM

London Friend is actively opposed to discrimination and is working towards equality of opportunity for all those who use our services.

To help us monitor our policy of equal opportunities, we would be grateful if you would complete this form and return it with your application. It will be separated from your application when it reaches us.

I do not wish to answer these questions

Do you identify as:

- Male
- Female
- Intersex
- Other
- Prefer not to say

Does your current gender identity differ in any way to that associated with the sex you were assigned at birth?

- Yes
- No
- Prefer not to say

Which of the following best describes your sexual orientation?

- Gay/lesbian
- Bisexual
- Heterosexual
- Other
- Prefer not to say

What age category do you come in?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-over
- Prefer not to say

Do you consider yourself to have a disability? (Please note our offices and current satellite work locations are unfortunately not fully wheelchair accessible.)

- Yes
- No
- Prefer not to say

Are you registered disabled?

- Yes
- No
- Prefer not to say

How do you describe your ethnicity?

- White British
- White Irish
- White Other
- Mixed White/Black Caribbean
- Mixed White/Black African
- Mixed White & Asian
- Black Caribbean
- Black African
- Black other
- Asian Indian
- Asian Bangladeshi
- Mixed Other
- Asian Pakistani
- Asian Other
- Chinese
- Other
- Arabic

What is your current employment status?

- Regular employment
- Unemployed
- Pupil/Student
- Long term sick/disabled
- Volunteer
- Other

Do you have a faith?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- No religion
- Other religion
- Sikh