



Dear applicant,

Re: Antidote Recovery Worker (Chemsex Criminal Justice Lead)

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 and equality monitoring form are available to download from our website here: <https://londonfriend.org.uk/jobs/>

The closing date for this position is 5pm on Wednesday 17<sup>th</sup> April 2024. Applications submitted after this time cannot be considered. Interviews are provisionally scheduled for the week commencing 22<sup>nd</sup> April 2024. 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, trans and queer+ (LGBTQ+) people. We do this by providing services that support individual LGBTQ+ people directly; by engaging LGBTQ+ 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 LGBTQ+ people within health and care services.

We are the oldest LGBTQ+ charity in the UK, set up in 1972 and celebrated our 50<sup>th</sup> Birthday in 2022.

We want to improve the health and well-being of LGBTQ+ people who experience a disproportionately high level of health inequalities compared with the general population. Our services aim to improve health outcomes and allow LGBTQ+ 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 LGBTQ+ 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 LGBTQ+ organisations, and as a member of the National LGBT Partnership we are an alliance partner to the Department of Health and Social Care.

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.

**LGBTQ+ Recovery Support Worker (Criminal Justice Lead)  
Antidote Drug & Alcohol Service**

**Job Description**

|                         |   |
|-------------------------|---|
| <b>Hours of Work:</b>   | <b>35 hours per week (including some evening and weekend work included)</b> |
| <b>Salary:</b>          | <b>£30,000 - £32,000 per annum depending on experience</b>                  |
| <b>Contract:</b>        | <b>Fixed term to September 2025</b>   |
| <b>Responsible To:</b>  | <b>Antidote Assistant Manager; London Friend CEO (as pilot lead)</b>        |
| <b>Responsible For:</b> | <b>No line management responsibility</b>                                    |

**Role information**

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

The largest focus of this work is chemsex. Over recent years a need has emerged for rehabilitative support for gay, bisexual and other men who have sex with men (GBMSM) who are part of the criminal justice system linked with chemsex-related offending.

We have recently been awarded an Innovation Grant from HMPPS to deliver a pilot project aimed at supporting this cohort of men serving community sentences or leaving prison. The pilot will test one to one and group support. It will also work with prison and probation staff to improve a drug treatment pathway, including working in HMP Thameside and with their healthcare team to improve knowledge and awareness of chemsex for prison-based staff and to implement a smooth transition into community-based drug treatment on release.

The post holder will provide support to GBMSM referred through the pilot. They will hold a caseload of clients and be responsible for their assessment, case planning, review, and ongoing care. They will develop and deliver new group programmes for this cohort of GBMSM and work collaboratively with prison and probation staff. They will be responsible for maintaining accurate records, including information used to monitor and evaluate the pilot.

They will also assist with the delivery of Antidote's services, including our walk-in clinics and group programmes, with a priority on identifying and supporting clients within the criminal justice system.

The post-holder will take an active anti-discriminatory, anti-racism and trans-inclusive approach around all areas of work and will be an active member of both London Friend and our partnerships and will support with the aims & objectives of both services.

***Whilst this post is part of a pilot programme it is also quite specific and requires experience and ability in supporting clients who may have committed serious offences. Please read the person specification carefully.***

**Due to the nature of the work and in order to provide appropriate access for the clients group the role may require regular evening work and occasional weekend working.**

**The postholder will be expected to clear HMPPS Vetting to enable access to the secure prison estate.**

## **Main Tasks**

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

- Work collaboratively with London Friend's and HMPPS' principles and guidelines of service delivery.
- Delivering assessments and care planning, and particularly delivering one to one and group psychosocial interventions supporting LGBTQ+ people, primarily GBMSM, to meet individual recovery goals.
- Contribute to the development of LGBTQ+ and chemsex interventions and session content, particularly a one to one and group work programme for this targeted cohort.
- Holding a caseload of clients and providing them with regular keyworking sessions and care planning.
- 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.
- 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 LGBTQ+ clients and LGBTQ+ issues, and with the delivery of initiatives to improve organisational capacity to effectively support LGBTQ+ people

### **2. Partnership Work**

- Assist in developing strong relationships with HMPPS partners working within the pilot and help with identification of clients for referral into the service.

- Deliver assessments and drug and alcohol treatment and support to LGBTQ+ people in satellite locations, including in prison or at Probation offices.
- Maintain excellent communication with the Antidote Manager and other London Friend colleagues, whilst working as part of the multi-agency HMPPS pilot.

### **3. Quality Standards**

- Ensure adherence to the quality standards of London Friend and HMPPS 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 LGBTQ+ health sector plus developments related to chemsex-related crime.
- 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 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 regular evenings and occasional 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 this role is an evolving pilot, 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.

Fixed-term contract: 35-hour week (this will include some unsociable hours for which Time Off In Lieu will be given); starting salary £30,000 - £32,000 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.

**LGBTQ+ Recovery Support Worker Criminal Justice Lead  
Antidote Drug & Alcohol Service**

**Person Specification**

**Essential:**

1. Knowledge of the LGBTQ+ health sector and an understanding of the multi-stranded health needs of LGBTQ+ people.
2. Experience working to support the substance misuse and sexual health needs of LGBTQ+ people, especially GBMSM and in relation to HIV prevention and chemsex.
3. An understanding of the wider substance misuse sector and service users' drug, alcohol, and sexual health needs.
4. Significant experience of working with drug and alcohol users with complex needs.
5. Experience in developing and delivering group work.
6. An understanding of the emerging needs related to chemsex and crime, and the needs of GBMSM within the criminal justice system for chemsex-related offending.
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 including (but not limited to) LGBTQ+ rights, anti-racism and trans inclusion, plus an understanding of our organisational aspirations.

**Desirable:**

1. Experience of working in a drug and alcohol/sexual health service.
2. Experience of working with clients in a criminal justice setting.
3. Counselling or psychotherapy qualification or experience of working in a mental health service.
4. Knowledge & experience using Salesforce databases.



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 (Chemsex Criminal Justice Lead) | Job Reference  | ACCJL/03/2024                   |
| Closing Date | 5pm Wednesday 17 <sup>th</sup> April 2024                | Interview Date | W/c 22 <sup>nd</sup> April 2024 |

#### For Office Use

|                     |    |    |              |
|---------------------|----|----|--------------|
| Interview Date/Time | 1. | 2. | Offer/Reject |
|---------------------|----|----|--------------|

### Personal

|                    |                      |               |                      |
|--------------------|----------------------|---------------|----------------------|
| Preferred Pronouns | <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"/> |
| 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

How many staff are you responsible for

Brief description of duties

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

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

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

## Personal Information

### **Rehabilitation of Offenders Act 1974**

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

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## 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

Email

Occupation/Relationship

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

### Second Referee:

Name

Email

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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|-----------------|
| <b>Response</b> |
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| <b>Person Spec criterion number</b> | Essential 2 |
|-------------------------------------|-------------|

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| <b>Response</b> |
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| <b>Person Spec criterion number</b> | Essential 3 |
|-------------------------------------|-------------|

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

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

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

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

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

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

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

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

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

|                                     |             |
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| <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