

### **Person Specification: Criteria**

- Hold a relevant qualification and/or at least two years' experience of working with people with lived and/or living experience of substances.
- Knowledge of the issues facing substance misusers and the community.
- Evidence of a commitment to User Involvement and Co-Production.
- Proven ability to support and supervise volunteers/peer mentors/service user representatives.
- Experience of developing and delivering training.
- Experience of contributing to service development.
- Experience of undertaking consultations to inform excellent service delivery.
- Experience of working effectively with external agencies.
- Demonstrate an understanding of Equal Opportunities and Diversity.
- Demonstrable administrative and IT skills.

### **The ability to:**

- Maintain professional boundaries.
- Recruit, train and induct Service User Reps.
- Communicate confidently and effectively, verbally and in writing.
- Respond flexibly to the demands of the post.
- Work as a member of a team.
- Show a capacity to work alone and the ability to keep calm under pressure.
- Understand and have a commitment to the principles of equal opportunity and diversity.
- Show commitment to facilitating positive outcomes for service users.

### **Desirable criteria:**

- Knowledge of local services and geography.
- Experience of recruitment processes and procedures for volunteers.

**THIS POST IS SUBJECT TO A DISCLOSURE AND BARRING SERVICE (DBS) CHECK AT AN ENHANCED LEVEL**