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Dear Applicant,

Enclosed are the application form and job details, which you requested. Please complete the application form as fully as possible and return it to The Matthew Project by **4pm on Thursday 8th July 2010**. Interviews and selection will be held on **Wednesday 21st July 2010**. Please note you will be required to attend for the whole day.

Before you complete the application form you should read the following information:

1. Your application form is very important because it is the only basis on which we decide whether or not to interview you. **We do not accept CVs.**
2. The spaces provided in the form should be adequate for you to present a concise application. If, however, you feel it is essential to continue on a separate sheet, attach it firmly to the main part of the form indicating clearly the part of the form or question that it relates to.
3. Please use black ink or black typescript so that it can be photocopied.
4. The Matthew Project is an equal opportunities employer. Our main aim is to ensure that no applicant or employee is unfairly treated. To help us monitor the effectiveness of our policy commitment, and how well we are meeting our legal responsibilities, all applicants are asked to complete the attached equal opportunities monitoring form. This form is not shown to selectors; the Business Manager retains it and the data used for monitoring purposes only.
5. Providing incorrect information or deliberately omitting any relevant facts on the application form could result in either disqualification from the selection process or, where the discovery is made after an appointment, in dismissal. We may wish to check any of the details you have given.
6. **It is very important that you check that you have used the correct postage taking account of the regulations on size and thickness of envelopes. Insufficient postage may cause your application to miss the closing date; this has happened in a number of cases. We cannot consider applications received after the closing date.**

Unfortunately, due to the rising cost of recruitment and our efforts to direct our funds towards service provision wherever possible, we have decided that it is no longer practical to write to unsuccessful applicants. If, therefore, you have not received a reply within 4 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope that you will recognise that this is a practical necessity rather than a discourtesy on our part. We would like to take this opportunity to thank you for your interest in this post.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'CS' or similar initials.

Claire Stone
Business Manager

Norfolk Young People's Substance Misuse Service Job Description

Organisation:	The Matthew Project
Job Title:	Young People's Substance Misuse Worker (Universal & Targeted)
Salary:	£17,964 to £19,100
Hours:	37 per week. Some evening and weekend work will be required.
Line Manager:	Team Manager

Job Outline

1. This post forms a key role within the Matthew Project's Integrated Substance Misuse Service for young people under the age of 18 in Norfolk.
2. The aim of the post is to ensure that today's young people don't become tomorrow's problematic substance misusers and that young people receive information, advice, education, support and other interventions around substance misuse that are appropriate to their needs.
3. This post involves working with young people in universal, targeted and specialist settings and will include the identification, engagement, screening and assessment of young people vulnerable to substance misuse, ensuring that they receive and/or have access to services designed to address their use of drugs and alcohol and the wider issues surrounding substance use.
4. The post involves travelling to appointments across urban and rural areas of Norfolk so the post holder must have a full, valid driving licence and access to a vehicle.
5. The post holder will work in a multi-disciplinary team with other universal, targeted and specialist workers and will work closely with colleagues from a range of other agencies in statutory, voluntary and independent sectors.

Purpose and Scope

1. To promote and make accessible drug and alcohol information, advice and support to young people, their families and professionals who are providing services to young people.
2. To provide relevant information, advice and education to young people under 18, raising awareness of the risks of drugs and alcohol through formal and informal education in a range of settings including schools, other education establishments and outreach settings.
3. To identify and engage with young people under 18 years of age with potential or actual substance related needs and associated problems and to provide relevant advice, information and support.
4. To undertake work with individuals, families and groups aimed at raising awareness of substance related issues with young people, with a focus on those identified as being at risk of misusing drugs and alcohol.
5. To work in an integrated and cooperative way both within the team and with other agencies to effectively meet the needs of young people.

Organisational Relationship

The Matthew Project and Trust Alcohol and Drug Service (TADS) will work in partnership to deliver the Norfolk Young People's Substance Misuse Service. The Matthew Project will be the lead agency with the Service Manager having overall accountability for the provision of the service.

Team Managers within the service will be responsible for the day to day management of workers in each area team including delegation of responsibilities and non-clinical supervision. The Clinical Lead from TADS will be responsible for the professional development and clinical supervision of nurses within the service.

Principal Duties and Responsibilities

1. To provide access points into the service for young people, parents, carers and other professionals requiring information, advice and support about substance misuse and related issues.
2. To identify and engage with young people individually and in groups, including those who are vulnerable and excluded from mainstream services, and to ensure that they have access to appropriate substance misuse advice, education and support.
3. To provide consultancy and support for universal services supporting young people with substance related needs.
4. To provide formal education and prevention in universal and targeted settings, including the delivery of assemblies and lessons. This will include presentations and the use of drama.
5. To provide informal education and prevention in universal and targeted settings, including the delivery of lunchtime drop-ins and sessions on the Voicebox caravan.
6. To provide targeted outreach to young people who are considered vulnerable on the Voicebox caravan and in other informal settings.
7. To provide advice and information to young people, parents and carers including the delivery of parent and carer information evenings in schools and local communities.
8. To provide individual psychosocial interventions for young people, parents and carers, including brief interventions and the use of motivational interviewing techniques.
9. To work closely with other members of the team operating at different levels of provision (i.e. universal, targeted and specialist) to ensure that young people's needs are met as seamlessly as possible.
10. To work cooperatively with other agencies and to refer on to other specialist services (including Children's Services, Child and Adolescent Mental Health Services, Youth Offending Team) where appropriate.
11. To work to all procedures and guidelines developed within the service itself and within The Matthew Project including the use of the Common Assessment Framework.
12. To collect relevant data and complete all necessary paperwork associated with the service including referral and assessment forms, NDTMS data and any other administrative paperwork (e.g. time sheets, expenses etc.)
13. To undertake training and provide out-of-hours cover for The Matthew Project telephone help-line, on a rota basis, as required.
14. To take part in regular supervision, appraisal and team meetings as well as other multi-agency meetings and forums as specified.
15. To take part in training and personal and professional development opportunities identified through supervision, appraisal and meetings.
16. To undertake other duties and responsibilities commensurate with the post as required by the Team Manager or the Service Manager.

DANOS

The Drug and Alcohol National Occupation Standards (DANOS) are a standard that relates to what competent people in the drugs and alcohol sector are expected to be able to do and know. The key thing is about being competent in the areas of DANOS that are relevant to your role. These help to identify skills and experience that are essential or helpful for the worker's role and help with identifying competent workers and training needs. The extent to which you need to have competence in these areas will depend on your job role. The units that relate to this post are as follows:

DANOS Unit No.	Description
AA1	Recognise indications of substance misuse and refer individuals to specialists.
AA2	Establish, sustain and disengage from relationships with individuals
AA3	Enable individuals to find out about and use services and facilities.
AA4	Promote people's equality, diversity and rights.
AA5	Interact with individuals using telecommunications
AB1	Support individuals when they are distressed.
AB2	Support individuals who are substance users.
AB3	Contribute to the prevention and management of abusive and aggressive behaviour.
AB4	Contribute to the protection of individuals from abuse.
AB5	Assess and act upon immediate risk of danger to substance users.
AB6	Support individuals with difficult or potentially difficult relationships.
AB7	Provide services to those affected by someone else's substance use.
AC1	Develop your own knowledge and practice.
AC2	Make use of supervision.
AC3	Contribute to the development of the knowledge and practice of others.
AC4	Support and challenge workers on specific aspects of their practice.
AD1	Raise awareness about substances, their use and effects.
AD2	Facilitate learning through presentations and activities.
AD3	Facilitate group learning.
AD4	Develop and disseminate information and advice about substance use, health and social well-being.
AF1	Carry out screening and referral assessment.
AF2	Carry out assessment to identify and prioritise needs.
AF3	Carry out comprehensive substance misuse assessment.
AG1	Plan and agree service responses, which meet individuals' identified needs and circumstances.
AG2	Contribute to the development, provision and review of care programmes.
AG3	Assist in the transfer of individuals between agencies and services.
AH3	Supply and exchange injecting equipment for individuals.
AH4	Support individuals in undertaking health care.
AI2	Help individuals address their substance use through an action plan.
AJ1	Help individuals address their offending behaviour.
AJ2	Enable individuals to change their offending behaviour.
AK1	Assist individuals to explore future employment, training and education opportunities.
AK2	Assist individuals to plan for future employment, training and education.
AK4	Enable individuals to access housing and accommodation.
AK4	Enable individuals to administer their financial affairs.
BD3	Ensure own actions reduce risks to health and safety.
BI1	Develop productive working relationships.

Norfolk Young People's Substance Misuse Service

Person Specification

Young People's Substance Misuse Worker (Universal & Targeted)

Qualifications and Knowledge

1.	Relevant professional/vocational qualification or relevant experience and willingness to train	Essential
2.	Knowledge and understanding of current practice in the field of youth work	Essential
3.	Understanding of the issues facing young people in relation to substance use	Essential
4.	Knowledge of substance use, drug education and prevention	Desirable
5.	Understanding of issues involved when working within a multi-agency context	Desirable
6.	Awareness of good professional boundaries, particularly in relation to working with young people	Essential

Experience

1.	Experience of working directly with young people	Essential
2.	Experience of taking part in drama presentations	Essential
3.	Experience of providing outreach services	Desirable
4.	Experience of working across agency boundaries	Desirable
5.	Experience of working in community youth work context	Desirable
6.	Experience of working as a part of a multi-disciplinary setting	Desirable
7.	Experience of working in the field of substance use/misuse	Desirable

Skills

1.	Excellent interpersonal skills, with the ability to communicate effectively at all levels	Essential
2.	Facilitation and presentation skills	Essential
3.	Proven ability to work as an effective team member	Essential
4.	Ability to prioritise, plan and manage workload under own initiative, independently and under pressure	Essential
5.	Good literacy, numerical and analytical skills	Essential
6.	Good time management in a professional setting.	Essential
7.	Good awareness and ability to use I.T.	Essential
8.	Full current driving licence and access to a vehicle	Essential

Personal Qualities

1.	Adaptable and flexible	Essential
2.	Positive attitude towards personal development and training	Essential
3.	Understanding and accepting attitude in respect of young people	Essential
4.	An understanding of and commitment to the promotion of equal opportunities with particular regard to the rights of young people	Essential
5.	Commitment to ethos of organisation	Essential

The Matthew Project

The Matthew Project is a Norfolk charity working with adults, young people and communities with drug and alcohol related issues and providing innovative drug education to young people helping them to understand the risks of drugs and alcohol. We want young people to know the facts to empower them to make more informed choices.

Through the Matthew Project's many services, clients receive advice, information, counselling, support, care and education. We are committed to working in confidence, unconditionally and without discrimination of any sort.

The Matthew Project has workers based throughout Norfolk in Thetford, Kings Lynn, North Norfolk, Great Yarmouth and Norwich and we work in rural and urban areas. Our work takes place in a variety of settings including schools, youth venues, police stations, courts and at our own premises.

We work with the user but also worried parents, carers and young people whose parents use drugs of alcohol.

There are seven teams within The Matthew Project:

Youth Team	providing dynamic drug and alcohol education in outreach settings using the Voicebox Caravan
Under18 Team	supporting vulnerable young people with drug and alcohol issues and young people affected by their parents' or carers' use of drugs and/or alcohol
Adult Substance Misuse Team - Norwich	support, practical advice and counselling to users, carers and parents
Criminal Justice Team	working in police stations, courts breaking the cycle between drug use and crime
Adult Substance Misuse Team - Thetford	Providing support, advice and information to adults with issues around drugs and alcohol
North Norfolk Team	providing a multi agency base for adult support and advice
Administration	looks after the finance, human resources and administration of the project

The Matthew Project provides:

- Free, confidential, 'no-strings-attached' help for people with a drug or alcohol problems.
- Honest, accurate and appropriate information about drugs and drug misuse
- Support for parents and families of drug or alcohol users.
- A 24/7 telephone helpline for everyone within Norfolk who need support or have questions on drugs and alcohol.
- Dynamic education so young people understand the risks of drugs and alcohol

Vision and Mission:

The Matthew Project works with young people, adults and communities affected by drug and alcohol to enable them to reduce the harm caused by these substances.

Our purpose as a charity is to enable people to make more informed choices concerning their physical, emotional, mental and spiritual well-being, in a way which reflects our belief in unconditional acceptance in order to:

- Actively empower individuals
- Encourage their sense of self worth
- Help them realise their full potential
- Appropriate and feasible feedback and sustained contact with other professionals

The Matthew Project is a value driven organisation, believing in no compromise on hope for the change in people's lives no matter what their situation. We pride ourselves on our ethos of compassion, care, creativity and integrity in all areas of work.

The Matthew Project is increasingly known for its quality, reliability and innovation. The environment in which we work is becoming increasingly competitive and we wish to be 'leaders' in what we do

Who we work with:

Our clients are from all walks of life and include, mothers, teenagers, people who are homeless, children whose parents have a dependency and professionals. Our clients are from all social backgrounds.

We work with the person with a drug or alcohol dependency but also worried parents, relatives and friends. We receive helpline calls from the people of all ages from young teenagers to the elderly.

History

The Matthew Project is a registered charity. The name 'Matthew' means 'the gift of God' and as a demonstration of the love of God, to offer unconditional, confidential help to young people, with any kind of difficulty they might be facing.

The project was founded in 1984 by setting up 'Tackle', which was a young people's advice, information and counselling service. Initially this operated through, a 'walk-in' facility in Norwich city centre, and a 24-hour telephone help-line. Whilst the service was originally intended for young people, older people seeking help were never turned away.

Many of those contacting The Matthew Project had problems related to substance abuse, so in September 1986, Drug Aid was set up to offer help to those of any age who had problems related to drugs (either because they were using them or someone among their family or friends were using them).

In 1989, in order to maximise access to our services, we set up what was then a unique and innovative provision, a mobile service initially called 'Tackle Express'. This substantially increased opportunities for young people to seek information and help in an informal setting, often on their own territory. This proved of particular benefit to those who live in the rural parts of the county or those who are reluctant to make contact with more formal services. In 1997 Tackle Express was renamed Voicebox and another unit was purchased. We still operate two mobile units in both school and outreach settings across the county, and added a double-decker bus to our fleet of outreach vehicles in 2005. The Big Red Bus contains playstations, computers and a group work area and is used as a portable youth venue.

The Matthew Project has always given a high priority to its education and prevention work. From the outset staff have visited schools and colleges and given talks to thousands of pupils, teachers, parents and governors on drugs and HIV issues. The charity also began working in local prisons to develop advice, counselling and treatment services for inmates with drug related problems.

In 1991 a 'low-threshold', self-referral, 'arrest referral scheme' was introduced by local drug services, in conjunction with Norfolk Constabulary and Social Services, to offer help to anyone coming into custody who may want advice or help around drugs. The Matthew Project, through its 24-hour telephone help-line, acted as the gatekeepers for this scheme.

In 2000 the Government, through a joint funding initiative and as part of the government's drug strategy, sought to set up proactive arrest referral schemes nationwide. The Matthew Project was in a strong position in Norfolk to undertake this work and was awarded the contract by the Norfolk Police Authority. This subsequently became known as the Norfolk Enhanced Arrest Referral Scheme and is currently commissioned through N-DAP (Norfolk Drug and Alcohol Partnership). This service became part of the Drug Interventions Programme (DIP) in 2005.

In 2002 The Matthew Project was commissioned to provide a service to vulnerable young people called T2 in partnership with Children's Services and Mancroft Advice Project. Youth Workers and Counsellors work with and support young people across the county in a variety of youth venues including schools.

In the same year the organisation created a Housing Support Team as a result of service user and worker views. This team was funded primarily through Supporting People funding through local authorities. They provided support to enable service users to either find suitable accommodation or to maintain existing tenancies. As a result of a tendering process the majority of the contract was transferred to Stonham Housing on 1st April 2007. The remaining part of the contract was transferred on 1st February 2009.

Peter Farley, the Founder of The Matthew Project stepped down from the Director position in April 2003 to be replaced by Julian Bryant who joined the organisation in 2001 as Assistant Director.

In January 2007 the Thetford Adult Substance Misuse Service was established to provide support to individuals and groups in the area. In September 2007 'The Junction' was opened in Cromer, which provides a multi-agency venue for adults in North Norfolk.

In April 2009, after a recommissioning process, the Matthew Project, in partnership with Trust Alcohol and Drugs Service, was awarded the contract to deliver services to young people across Norfolk – Under 18 Team. This work had previously been carried out by part of the existing Youth Team, the T2 Team and Impact (part of Children's Services). The new service started on 1st October 2009 and has three geographically based teams. A small Youth Team continues and remains outside of this service providing primarily a rural towns' outreach project (funded by Comic Relief) and club work.

Between 2001 and 2010 The Matthew Project's staff team grew from 12 to 65. The history of The Matthew Project is a story of perseverance, flexibility and innovation. Its success rests upon the dedicated workers it employs who have proved time and time again their commitment to serve people in need.

The Ethos of The Matthew Project: an explanation

The Ethos

The Matthew Project is a value driven charity, seeking to make a real difference through compassion, innovation, integrity and excellent work practices. No matter what people face, we refuse to compromise on hope. We are a Christian organisation that seeks to serve people in need. We refuse to be an agency which exists to serve itself.

We want people to feel cared for as they work for us and also excited about helping others. We seek to employ people who share these values and wish to share our vision of making a difference. We value diversity and want all people to be treated with respect. We have an Equal Opportunities Policy and always strive to ensure that our recruitment process is fair and rigorous. We are proud of our diverse workforce. Our values and aims are central to our work and ethos.

The Matthew Project's ethos and values were inspired by the compassion and acceptance Jesus showed to all people excluded from society. The name 'Matthew' means 'the gift of God'. This expressed the desire of The Matthew Project founders to demonstrate the love of God to all people through unconditional and genuine care. This aspect of our ethos is important and inspires us still.

We therefore expect all of our employees to respect our organisation's values, culture and identity. We expect employees to work in a way which demonstrates commitment to the ethos and values of The Matthew Project and respects the faith which inspires these.

Values

The values held by The Matthew project were inspired through our Christian origins and can be shared and held by people of different beliefs. Our shared values are key to who we are and how we make decisions and interact. They 'live' and are a key motivation and influence in how we meet the needs of individuals and communities. They are expressed in how The Matthew Project is led, managed and developed. They should be active, for example, when we see people in a police cell, when we see young people on Voicebox, in Trustee meetings and how we act with other agencies.

Our key values include:

- Compassion
- Integrity
- Courage
- Creativity
- Consistent high quality
- Care
- Partnership

Expressions of faith

Explicit: There are a number of optional opportunities for workers to get together for spiritual reflection. Many of our workers find these times helpful and refreshing. We are really pleased that people who have different beliefs participate in these times and find them helpful. There is mutual respect for those who attend and those who do not. Christian reflection and prayer includes a 'Focus' time after the monthly staff meeting and a weekly informal time of reflection and prayer in Pottergate over croissants and coffee. We also hold an annual remembrance service in the Anglican Cathedral for people to remember loved ones who have died as a result of drugs and alcohol. In our staff or team meetings we may refer to our organisation's Christian motivation but this should always be in an inclusive way.

We will explore faith if a client expresses that they have a specific need in this area as this may well be important to them but we will not impose our beliefs. It would be inappropriate within our organisation to put pressure on anyone to participate in spiritual activities like prayer for example.

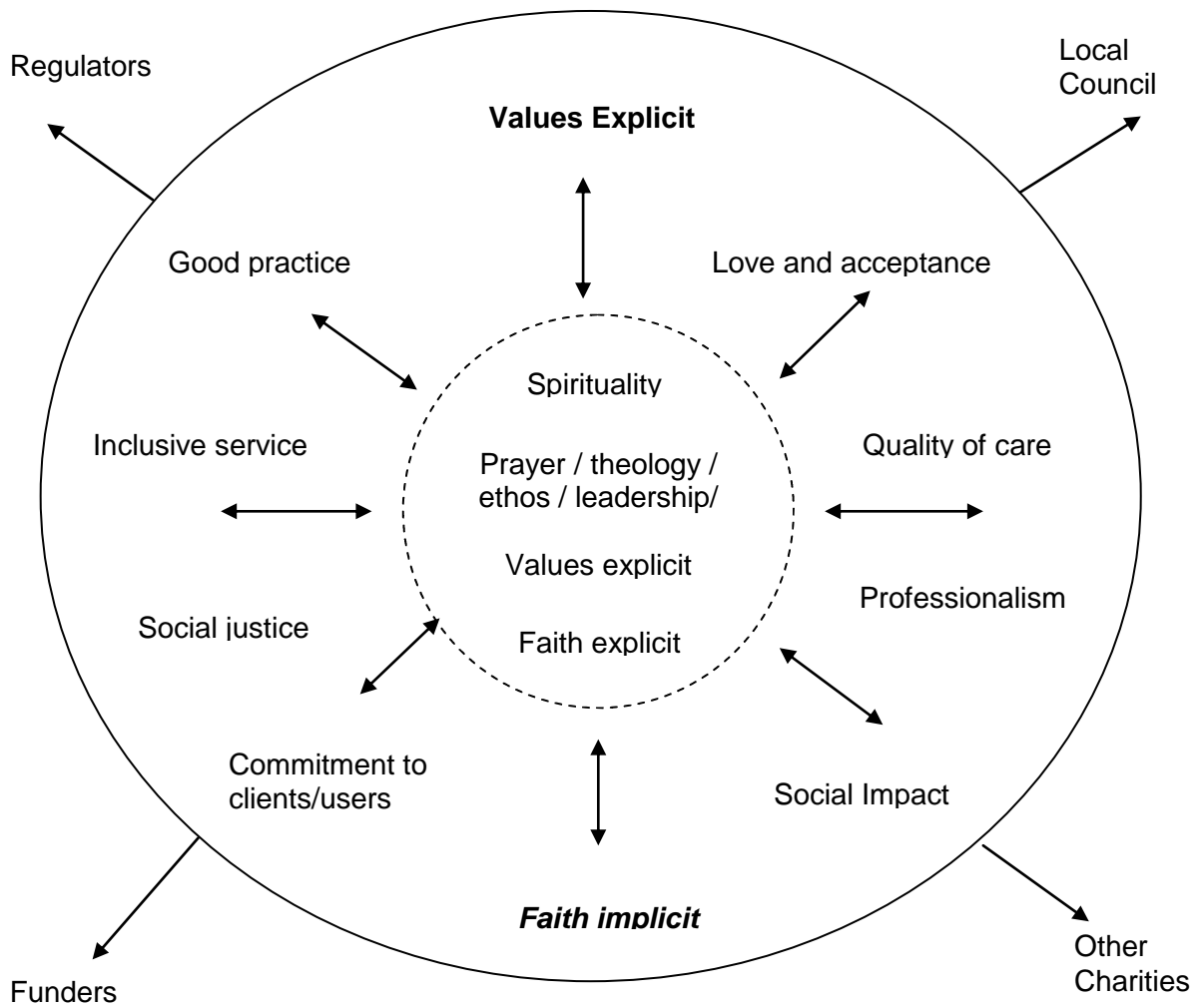
It may be that some posts, such as a worker funded specifically to do 'Christian Youth Work' may be more appropriately filled by a Christian in the same way we may wish to employ a woman to be a women's outreach worker. If this is the case then The Matthew Project will explicitly state that this is a Genuine Occupational Requirement and be able to explain the reasons for this. Such a requirement must be linked to the purpose of the post. In the majority of posts this will not apply and they will be open to all people who meet the person specification. In the same way, Trustees must also be committed to the ethos of who we are. The leadership of The Matthew Project must hold, nurture and express the appropriate commitment to the values, ethos and Christian motivation of our work.

Implicit: The Matthew Project believes that the way workers show compassion, care, enthusiasm and hope is a very real expression of faith and the love that Jesus expressed. This also includes standing with people if they are oppressed and treating each other with respect. As an organisation we express our faith implicitly with the vast majority of clients and outside agencies. This also includes showing respect, integrity and compassion and also seeking to help those who are often treated as 'undeserving' by society in general. If someone is desperate for help and we help, then we believe that this can be a strong expression of faith and is often far more valuable than words. We do not wish to grow an 'empire' and be the biggest agency, but we do aim to make significant differences to the lives of individuals who have unmet needs. We refuse to compromise on hope that positive change is possible for all. The way we express this aspect of our ethos through our values attracts many people from all walks of life to work for us. In this way we believe we can work together to make a significant difference.

In a Nutshell

- We are a value driven organisation; we exist to serve others through compassion, innovation and effective interventions. Our values are derived from our Christian origins and modelled in the life of Jesus.
- We show respect to all – no matter what their beliefs.
- We expect all our staff to be committed to our values and ethos.
- People may choose to work for The Matthew Project for many different reasons. We expect workers and volunteers to subscribe to our values, vision and ethos in their work even though they may hold diverse beliefs.
- We share our values as an organisation through our actions, but we do not exert pressure on anyone to follow any particular faith.
- If anyone wants to investigate a faith, we may put them in touch with an appropriate 'chaplain'.
- We do not ignore the 'spiritual' dimension of life and if the client wishes to explore this, the worker will appropriately support them and facilitate this.
- We have an explicit expression of Christian faith within the Matthew Project which is central to who we are. This may include prayer times or speaking about how Jesus treated others for example. With service users, outside agencies and our day to day interactions this faith is expressed mostly in implicit ways often through expression of our values. This may include showing patience, kindness, respect and going the extra mile. These can be shown by people of different beliefs.

The Matthew Project Ethos and Values



Under18 Service

The Matthew Project, in partnership with Trust Alcohol and Drug Service (TADS), was commissioned by Norfolk Drug and Alcohol Partnership to deliver a new substance misuse service for young people under 18 across the county of Norfolk as of 1st October 2009.

The new service provides advice, support and treatment for young people as well as supporting parents, carers and professionals who work with young people. The new service provides a full range of interventions and support including:

- School lessons and assemblies focused around drugs and alcohol
- Informal education and outreach on The Matthew Project's Voicebox caravan
- Group work sessions in Pupil Referral Units and other targeted settings
- One to one support and brief interventions for young people
- Counselling and other psychosocial interventions
- Information, advice and specialist harm reduction
- Health assessments and treatment including prescribing
- Support for professionals working with young people e.g. school teachers
- Support for parents and carers including regular awareness sessions

The new service also has a number of developments including:

- A single point of contact for young people, parents, carers and professionals needing advice or support about drugs and alcohol (24 hour telephone helpline support and email and text support during office hours)
- 3 geographically based teams who will work across the whole of the county (based in King's Lynn, Norwich and Great Yarmouth)
- Designated managers and lead workers who will liaise with other agencies and professionals and integrate the new service into each of the five Children's Services area partnerships

Organisation Chart – Under18

