

 **Young Person Alcohol and other Drug Service Cavan Monaghan.**

**Development Officer: Job Description**

**Position:** Development Officer

**Location:** Cootehill. Co.Cavan.

**Responsible to:**  CAAP Lead.

**Salary:** €31,000 P/A

**Contract Duration**  18 months initially.

**About Us:**

Alcohol Forum Ireland is a national charity that provides support, information and services to individuals, families and communities impacted by alcohol and other drug harm, while also working at the wider levels to change Ireland’s problematic relationship with alcohol. We believe real change will only happen by working with communities to address the causes of substance misuse harm in Ireland. Our approach is shaped by evidence and is informed by the expressed needs of the people and communities we work with across Ireland. We work in partnership with statutory, voluntary and community partners to deliver our services

For more information on our work, visit our website:

[www.alcoholforum.org](http://www.alcoholforum.org)

**Background.**

The HSE Social Inclusion Unit CHO1 has prioritised the development of a Young Person Addiction Services in Cavan and Monaghan. MaCYSS, (Monaghan and Cavan Youth Substance Service) was launched in early 2021

Alcohol Forum Ireland is leading the development of this service in partnership and collaboration with the local multi agency steering group and all key stakeholders.

**The Role.**

The Post holder will engage with stakeholders responding to adolescent substance use concerns in Cavan and Monaghan with a specific focus on education, prevention and treatment, to determine the most appropriate and sustainable models for the development and delivery of a young person’s substance support service aligned with ‘Reducing Harm Supporting Recovery: A health led response to drug and alcohol use in Ireland” (2017-2025).

**Key responsibilities:**

* To support and promote a community development and engagement process in Cavan Monaghan as an effective mechanism to address young people’s alcohol and / or other drug use (AOD).
* Continue to represent MaCYSS at a range of relevant fora
* Support the ongoing development of the MaCYSS network model; focusing on developing and building capacity of both a wider community network and a key collaborators network
* Design and deliver a communications and campaigning plan to support the initiative and raise population level awareness of both the service and of effective mechanisms to prevent youth AOD and to delay the onset of AOD use in young people
* Collaborate with a range of stakeholders to deliver a series of training events and seminars /conferences to increase understanding of alcohol and other drug harm to young people and increase capacity across a number of sectors to engage in prevention and harm reduction
* Design and deliver a prevention piece/campaign for parents and general public in Monaghan and Cavan focusing on marketing and availability of AOD
* Work with AFI, the project steering group and other stakeholders as appropriate to identify and source funding to ensure the mainstreaming and sustainability of the model.
* To support and continue to build youth engagement and involvement in the project development as a core element
* Promote, through interagency work, adoption and embedding of effective measures to prevent and reduce alcohol and other drug harm to young people.
* Adhere to safeguarding procedures and relevant internal and external policy and standards
* Producing reports, business cases / funding proposals in partnership with the steering group & other agencies locally.
* Actively participate in line management and supervision.
* Promote the Youth alcohol and other drug service across the communities and with a wide range of stakeholders, clearly outlining referral pathways and interfaces between clinical services and the community.
* Promote understanding of alcohol harm and its impacts across the communities, and the statutory, voluntary and community agencies and organisations providing support and services in those communities.
* Comply with Alcohol Forum Ireland’s Child Protection and Welfare Policy.
* Comply with responsibilities under the Data protection Acts 1988-2003, Freedom of Information Acts 1999-2014.
* Provide reports to managers and funders within agreed timescales and frameworks.
* Ensure the maintenance of records and databases adhere to professional codes of confidentiality and record keeping.
* Deliver alcohol and other drug health education and awareness raising programmes to a range of audiences.
* Contribute to research, audit and evaluation of the service as required.
* Effectively manage all attributed resources of the programme within agreed financial limits

**Person Specification:**

**Essential**

* Minimum of 2 years’ experience in a similar role
* Educated to degree Level 8 in Community development, Youth & Community Work, Social Science, Health Promotion, Nursing, Social work / social care or Psychology.
* And / or 5 years relevant experience gained in the voluntary/community sector in a community development setting
* Demonstrated knowledge of the impact of alcohol and other drug use on young people.
* Knowledge of supporting vulnerable families and wider family systemic issues in relation to drugs and alcohol.
* Experience in maintaining an excellent standard of internal and external oral, written and electronic communications to maximise engagement.
* Excellent presentational skills and the ability to make engaging presentations to external organisations and at events
* Effective negotiation skills with the ability to manage relationships with tact and diplomacy
* Flexible and solution focused, with ability to work collaboratively to deliver on project goals and to contribute to the organisation’s strategic plans
* Ability to develop and build positive working relationships with senior colleagues and a range of stakeholders
* Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively.
* Flexible and able to adapt quickly as situations develop and change.
* A high level of organisational skills and project management capability with the ability to prioritise and manage own workload.
* Experience in the development and delivery of training programs
* Full and clean driver’s license and use of own car.
* Successful applicant must be available to work irregular hours including evenings and weekends.

Desirable

* Passionate about the work and mission of Alcohol Forum Irealnd and a knowledge of the services and research it develops.

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this Job Specification