

Job Specification

Project manager for Alcohol Education Trust programme on alcohol and cannabis for vulnerable young people

Part time: 16 hours per week

Location: Home working with travel

£16 per hour

1 year contract (may be extended)

Closing dates for application 15th August 2021

The Alcohol Education Trust

The Alcohol Education Trust is an early intervention and harm reduction charity which works across England and Scotland to help young people make safer decisions around alcohol and other life choices. There are three main pillars to our work:

- 1) Providing young people age 11- 25 with engaging resources, websites, interactive materials and games that are evidenced to reduce negative risk taking, to build resilience and self esteem
- 2) Training those who work with YP in all settings in how to support YP in a positive, non- judgemental and effective way to make safer more informed choices by building their knowledge and skills
- 3) Supporting parents and carers with the knowledge and skills to support their teenagers, to be good role models and set boundaries.

You can learn more via alcoholeducationtrust.org and talkaboutalcohol.com You can gain an insight into our impact and reach by reading our impact reports here: [Impacts and Outcomes | Alcohol Education Trust](#)

The AET is in Year 2 of an exciting project, thanks to funding from The Loughborough Foundation (Stonewater Housing charity) which aims to support vulnerable young adults leaving care or at risk of homelessness who live in assisted living (such as Foyers) in the first instance. The plan is then to extend the remit of the 16+ resources on alcohol and cannabis to wider settings.

During Year One we have built a comprehensive suite of resources and two workshops, one on alcohol and one on cannabis, that you can view here: alcoholeducationtrust.org/alcohol-and-cannabis-workshop-implementation-guide-for-facilitators/ The resources are in printed form in an resource box with a USB of all materials and laminated activity and information sheets.

We are now at the stage, having piloted and trialed the programme, to be able to roll it out across England and Scotland and we are looking to recruit a programme manager to lead the project. The project lead must have a good understanding of more vulnerable young people and the challenges and disadvantages that they face. Experience of work in youth offending, with looked after children or in areas of high deprivation will be a considerable advantage.

The contract is initially for one year and may be extended for a further year.



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Registered Charity Number 1186202

Trustees: Victoria McDonough MA (Hons) PGCE, Chair of Trustees
Christina Benjamin BSc (Hons) PGCE - David Cox - Stephen Foster - Kate Larard MSc, HV, RM, SRN
Andrew Morse BSc (Hons) - Keith Newton ACA - Alison Winsborough BMus, PGCE –
Lara Wear MB, BS, BSc, DCH (SA), MRCGP

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Main Responsibilities:

The project manager, working with the CEO, will take responsibility for this roll out, working in close partnership with our regional coordinators based in the North and South West. The candidate will be expected to conduct the training in settings in London, the East and South East of England themselves. They will be aided by our office coordinator who will help research contacts and suitable settings.

- Deliver train the trainer workshops to life coaches, social workers and professionals working with vulnerable young adults aged 16 -25 based on the programme and resources developed by the AET
- Support AET existing regional coordinators in the roll out of the programme in their geographical areas, monitor and evaluate their outreach.
- Design and set up a peer to peer element for the programme, enabling young adults to build their skills and qualifications by offering advice and mentoring to other young adults following training.
- Help adapt the resources for more universal settings such as sixth forms and colleges
- Work directly with young people aged 16 – 25 where appropriate.
- Undertake additional delivery and training for the AET within London, The South East and East of England. Some training may be possible by zoom or Microsoft teams. But most will be face to face COVID allowing.
- Provide a written monthly report outlining progress, forward plans and strategy
- Liaise with the Finance Manager relating to cost and budget of the roll out
- Monitor and evaluate progress and write a mid-term and end of term report for the funding foundation and trustees assessing impact, reach and progress against expectations

You are expected to:

- Have excellent communication skills, both verbal and written
- Be good at researching leads and settings, developing partnerships and networks
- Be adept at people management
- Be able to manage budgets and targets
- Have good organisational and IT skills and be confident using IT packages including Word, Excel, PowerPoint, Outlook Express email etc.
- Have an interest and knowledge about alcohol and drug education for young people
- Work in accordance with the organisation's policies and procedures.

Please submit a full CV and covering letter detailing why you think you will be suitable for this position to: helena@alcoholeducationtrust.org

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