

JOB TITLE: Training and Engagement Lead	REPORTS TO: Service Manager
Accountable to: Service Manager	TEAM: Clinical Services
<p>JOB PURPOSE:</p> <p>The Training and Engagement Lead will deliver training to help members of the public, local communities and professionals to identify problem gambling and ensure pathways into the Leeds Community Gambling Service are seamless and widely understood.</p> <p>To be successful in the role the post holder will be responsible for building effective working partnerships with professional services. Through the delivery of training, networking and creating new referral pathways. The Training and Engagement Lead will be at the centre of making the Leeds Community Gambling Service accessible and embedded within communities services in Leeds.</p> <p>The post holder will actively plan and deliver community campaigns offering a wide range of localised services including distributing materials, drops ins and public stalls. To support clients and while engaging with the public the post holder will provide advice, brief and extended brief interventions in a range of settings across Leeds.</p> <p>The post holder will work in partnership with other communities programmes within GamCare, sharing best practice and support in the delivery of the national development of gambling harm support.</p>	
<p>ACCOUNTABILITY: Delivery of tasks and activities as agreed with the Service Manager</p>	

KEY DUTIES AND RESPONSIBILITIES

Accountability:

Responsible for high quality delivery against the agreed objectives and performance targets.

Responsibilities:

- Maximise awareness raising opportunities throughout Leeds.
- Representing the service in presentations at networking events, meetings and with stakeholders.
- Design and deliver training packages for the relevant workforce, such as healthcare services, social work teams, housing services, money advice teams, local charities and community groups.
- Review and identify need for appropriate literature to meet the needs of different audiences in Leeds.
- Take ownership to continuously update knowledge of problem gambling, social impact, and public health, economic context of gambling, research, education and treatment initiatives.
- Keep up to date with relevant social responsibility and player protection developments within the Gambling Industry.
- Maintain training records to comply with GamCare policies and procedures.
- Produce Training reports & project plans.
- Assist with promotion, public relations, marketing and training initiatives of the service.
- Coordinating inbound and outbound communication to key stakeholder groups and services to promote the service and build relationships/referral pathways.
- To deliver Brief & Extended Brief Interventions based on presenting needs and motivation to engage in treatment.
- To provide advice and information with individuals, families, couples or groups in public spaces.
- To undertake appropriate risk assessment, planning and review.
- To work in partnership with local partners in a way that best serves the needs of the client.
- Run a range of community campaigns including drop ins, public information stands and the distribution of physical and digital materials.
- Ensure that all safeguarding issues, including child protection and protection of adults at risk, are dealt with in accordance to GamCare policies and procedures, and local and national statutory requirements
- Work effectively and positively as a team member.

General

- Keep accurate records and the necessary data for reporting and evaluation purposes.
- To undertake training as required by the organisation.
- To participate in supervision as required by the organisation.
- To participate in Multi-Disciplinary Team Meetings
- Take responsibility for personal development and participate in PDR/appraisal process.
- To attend meetings as required by the organisation.
- To work within GamCare policies and procedures
- To undertake such other duties as required by the organisation.
- To notify the manager of any untoward occurrences which may affect the service, both at a professional and administrative level.
- To provide written records and reports as required by the organisation.

- To be flexible with regard to working patterns to meet the requirements of the service by working weekend and evenings.
- To be willing to travel to locations as required
- To understand and work with the values, aims and objectives of GamCare

To Be Noted

This is not an exhaustive list of duties and responsibilities; the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with Service Manager

- This job description will be reviewed regularly in the light of changing service requirements. Any changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information, clinical governance and research governance

PERSON SPECIFICATION: KNOWLEDGE, SKILLS & EXPERIENCE
**Person Specification
Training and Engagement Lead**

Qualifications/Experience	Method of Assessment		
	A	I	E
a) Professional qualification in Health care / Social Studies / Psychology/ Criminology / Mental Health and / or Addiction Studies, or b) Demonstrable experience of working in the field of addiction with a commitment to complete NVQ level 3 Health and Social Care or equivalent qualification	X	X	
Knowledge	A	I	E
c) Experience of individual client work in an addictions or social care setting with adults and or young people.	X	X	
d) Knowledge of gambling and/or addictions and related issues	X	X	
e) Knowledge of current health, social or third sector services and their service functionality and processes	X	X	
f) Experience of liaison with health, social and third sector agencies building multi agency collaboration and professional partnerships.	X	X	
g) Understanding and commitment to the principles of confidentiality.	X	X	X
h) Experience of engaging effectively with a range of public audiences and services users.	X	X	X
i) Knowledge and commitment to equal opportunities and anti-discriminatory practice.	X	X	
Skills and Abilities	A	I	E
j) Ability to work responsibly and flexibly in a variety of service delivery settings across Leeds including local authority and community environments		X	
k) Ability to provide advice, brief and extended brief interventions, responding to the client's needs and relevant to each setting, having regard for the personal, social and cultural needs of the client.		X	
l) Ability and willingness to work with cognitive behavioural interventions.	X	X	
m) Ability to work within the Confidentiality Policy and Sharing Information Protocols.		X	
n) Ability to maintain clear and consistent boundaries with clients.		X	

Commented [CW1]: Marketing / Comms / digital media?

Commented [CW2]: Reword?

o) Ability to write client records, reports and fulfil data requirements.		X	
p) Ability to evaluate the on-going development of primary and secondary care work.		X	
q) Ability and confidence to present and promote the service to Health, Social, 3 rd Sector, and other outside agencies.		X	X
r) Ability to plan and run engagement projects within community settings (i.e, drop ins, public stalls, groups sessions)	X	X	
s) Ability to work positively within a team.		X	
t) Ability to work independently, prioritise, plan and manage own workload.		X	
u) Ability to undertake training and maximise learning.		X	
v) Ability to use supervision constructively.		X	
w) Ability to provide a flexible and adaptable approach to ensure services are accessible and responsive to client needs.		X	X
Circumstances	A	I	E
a) Ability to work on own initiative.		X	
b) Self-confident and ability to display appropriate level of self-assurance.		X	X
c) Ability to work flexibly to meet the needs of the service and travel across Leeds.		X	
d) Postholder must live within a reasonable and accessible distance to the service.	X		

Commented [CW3]: Do we need this

Key for Method of Assessment: A-Application form I-Interview E-Exercises