



Job Description / Role Profile

Co Production Lead – Voices Action Change (VAC)

Reports to:	Recovery Community In Treatment Team Leader
Salary / Grade:	£31,827 - £33,948
Location:	7 St Andrew's Pl, Cardiff CF10 3BE Outreach, and home visits / co-location with other social care partners will be expected.
Hours:	37.5 hours Monday – Friday with some weekend and evening as per rota.
Contract Type:	Recovery Cymru

Background to Service:

Cardiff and Vale Drug and Alcohol Service (CAVDAS) is an Alliance of Barod, Recovery Cymru and Kaleidoscope Project with strategic partners G4S and Pobl. CAVDAS Alliance has been commissioned by the Cardiff and Vale Substance Misuse Area Planning board. CAVDAS services will deliver specialist support and interventions across Youth Justice Services, Multi-Disciplinary Team (MDT) Cardiff Council Housing Services, Counselling, Recovery and Aftercare, Volunteering and Service User Involvement, Rapid Access Prescribing (RAPS), structured interventions, peer support and mutual aid, Harm Reduction and Work Force Development. CAVDAS will deliver an integrated young person's, adults and family and carer information, advice, interventions, and support service. CAVDAS will work across Cardiff and Vale Health and Social Care partners, and forums to co-produce services delivering outcomes in the way that people want. We are looking to build a new culture providing one system for Cardiff and Vale and a unified, innovative, and flexible delivery model.

Role Purpose:

Voices Action Change (VAC) is a project working to ensure people who use or could use substance use services and their families are involved at the heart of how services are designed, run and reviewed.

The post holder will work strategically across Cardiff and the Vale in order to implement the service user involvement strategy that supports the broad participation agenda. They will project manage a variety of participation and co-production workstreams ensuring that service user participation is co-ordinated and in line with local and regional partnership strategies. They will shape the direction of substance use services using the voices of those who access the service.

The Voices Action Change Co Production Lead will focus on making 'service user involvement' meaningful, accessible and part of the day-to-day culture in substance use services.

Key Duties and Responsibilities

To coordinate the Voices Action Change project:

- Direct and support the VAC peer mentor to recruit and train VAC representatives.
- Reporting back queries, areas of concern, feedback and suggestions to service leads, governing bodies and strategic planning working groups.
- Contribute to the successful delivery of strategic local and regional development plans enabling co-production and service user engagement in Cardiff and the Vale.

SPECIFIC RESPONSIBILITIES

- Provide leadership and direction for a team of lived experience representatives to ensure service delivery
- Manage, motivate and lead the VAC team, providing supervision to enable them to undertake their responsibilities, using coaching as a tool for the Peer mentors and Representatives development
- Oversee and ensure appropriate risk assessment and risk management of activities, buildings and those accessing the project.
- Informing, inspiring and encouraging people of the importance of service user involvement and meaningful co-production
- Recruiting, training, supporting and placing representatives
- Coproduce training and support packages for representatives
- Scoping, mapping and creating partnerships for outreach and engagement.
- Providing leadership to ensure equitable engagement with vulnerable groups including homelessness, and street-based lifestyles.
- Develop strategic links within service delivery and community groups to reach hidden populations. Such as those with lower threshold needs, childcare issues or cultural groups
- Creating regular opportunities and mechanisms for service users to have a voice and contribute to the design, delivery and monitoring of substance use services (CAVDAS, CAU, BPPS etc.)
- Work with the substance users, representatives and partners to inspire, raise awareness, train and facilitate Service user involvement in their regular duties.
- Work in partnership with Cardiff APB to implement and review service user involvement and coproduction within the CAVDAS alliance
- Support and mentor a group of specialist service user voices including those with lived experience of Criminal Justice Systems, those serving sentences at HMP Cardiff, OST, Alcohol, Prescription drugs, Stimulants, Tier 4, family & Carers and New Psychoactive Substances
- Review service user involvement across CAVDAS and implement effective communication channels with groups that are currently operating
- Facilitate service self-audit against the SUI audit form within the Service User Involvement Strategy
- Embed service user involvement across substance use services in Cardiff and the Vale in line with the principles of the SUI strategy
- Build on existing structures across the area and develop structures, where they are limited/minimal
- Support the coordination of national issues through communication, forums and meetings
- Support the activity of the APB and complete specific pieces of work and activities

General Responsibilities

- Be responsible for dealing sensitively with the range of complex and challenging issues members may present.
- Ensure that all participants are safeguarded, and that good, safe practice is followed in all project activities and to contribute to HR processes.
- To work with colleagues to ensure thorough planning, delivery, monitoring and achievement of the aims and objectives of the CAVDAS contract associated with this post
- Attend partnership meetings
- Communicate host organisation and CAVDAS visions and deliver upon model, ethos and philosophy
- Such other duties that may from time to time be reasonably required

Compliance and Information Management

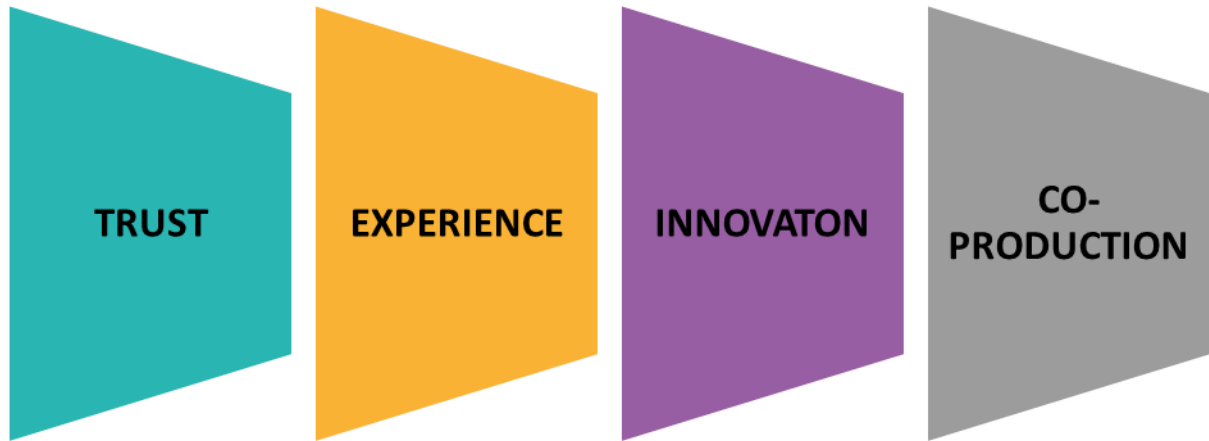
- To ensure the undertaking of appropriate monitoring, review and evaluation of procedures
- Adhere to safeguarding and data protection principles in working practice.
- Adhere to host organisation and CAVDAS policies and procedures
- Maintain appropriate boundaries
- Engage with Learning and Development Plans to ensure training remains up to date to keep up to date with strategic and policy developments and emerging trends in respect of substance use and related matters
- Undertake relevant administrative tasks, keeping thorough records and providing reports, ensuring the confidentiality of all records is maintained and all GDPR practices are followed
- Undertake quality assurance activities to maintain excellent standards from and for our VAC reps, staff and activities.
- Develop and promote volunteering opportunities within an anti-discriminatory framework alongside the volunteer coordinator.
- Produce reports, case studies and statistics as requested by the organisation and relevant funders

Professional Development

- Help with the induction and orientation of new staff, volunteers and students
- Ensure professional development by seeking regular supervision and annual appraisals and participating in the peer workforce staff programme
- Undertake reflective practice and participate in peer supervision and the peer workforce wellbeing activities
- Effectively manage own time and prioritise workload, maintaining own administration and accurate personal records regarding travel, diary appointments, TOIL, and expenses incurred (to an agreed level)

Vision and Values

The post holder will be expected to adhere to and embody Alliance values of TRUST, EXPERIENCE, INNOVATION, AND CO-PRODUCTION in their day-to-day activities working towards the Alliance outcome framework and as part of a wider team.



“The Whole is greater than the sum of its parts”

PERSON SPECIFICATION:		
	Essential	Desirable
Qualifications and training	<p>Expected to meet good skills in numeracy and literacy.</p> <ul style="list-style-type: none"> • Management/supervision/leaders qualification or equivalent or transferable experience • Excellent IT skills: competency in Microsoft Word, Outlook, Excel, and PowerPoint 	<ul style="list-style-type: none"> • Project or programme coordination • Leadership • Management
Experience/ Knowledge	<p>Personal experience of substance use (personal or family) or relatable experiences</p> <ul style="list-style-type: none"> • Excellent influencing and leaderships skills • Ability to set up systems and processes to support coproduction • Ability to effectively communicate and engage with active service users and others with lived experience. • Ability and confidence needed to sit on high level meetings e.g. APB. • Ability to audit Services against SUI framework. • Ability to develop relationships with internal staff, strategic partners and other external parties/ organisations. • Will be able to demonstrate being self-directed, resourceful and creative. • Able to manage own time and work autonomously. • Able to work on own initiative with drive and enthusiasm. • Good written and verbal communication skills. • Ability to lead a project or programme with supervision. • Good knowledge and understanding of the motivational, support and training needs of volunteers. • Ability to line manage 	<ul style="list-style-type: none"> • Experience of accessing substance use services • Experience of delivering formal training programmes • Knowledge of safeguarding procedures. • Experience of establishing and reviewing policies and procedures. • Knowledge of partnership and system delivery within substance use.
Role specific requirements	<ul style="list-style-type: none"> • Highly organised with ability to prioritise, plan and deliver work within agreed timeframes and to a high standard. • Flexibility to work at multiple locations and flexible working hours. • Prepared to undertake 	<ul style="list-style-type: none"> • Full, current driving licence and use of a car which is insured for business use. • Experience and knowledge of collecting, collating, analysing and reporting on data in line with the service

	<p>enhanced Disclosure and Barring Service (DBS) vetting.</p> <ul style="list-style-type: none"> • Ability to build and develop relationships within the service, strategic partners and other external parties/ organisations; able to resolve conflict. 	<p>specification.</p> <ul style="list-style-type: none"> • Experience of database systems.
<p>Skills:</p>	<ul style="list-style-type: none"> •Teamwork Able to build and develop relationships with internal staff, strategic partners and other external parties/ organisations. •Personal Drive Able to demonstrate being self-directed, resourceful, and creative; Able to manage own time and work autonomously; able to work on own initiative with drive and enthusiasm; able to work at a fast pace. •Communication Possesses good written, verbal and presentation skills. Good IT skills: managing team administration issues, monitoring, and clinical activity data reporting. Good facilitation/negotiation skills and a commitment to working in partnership with other agencies. •Planning and Organising Able to manage tasks and deadlines; able to resolve conflicting priorities. 	
<p>CAVDAS may consider the appointment of a candidate who is unable to meet a particular requirement if they offer other skills, knowledge, or experience valuable to the role and the host Organisation. The candidate must also be able to meet the required shortfall within a reasonable timeframe whilst undertaking the newly appointed role.</p>		

Additional information

This post has been identified as requiring the post holder to provide evidence of BBV immunisation status in order to carry out the role effectively. The role MAY at times and with prior agreement, require the post holder to undertake Dry Blood Spot Testing/ Working in Needle Exchange or in harm reduction and outreach settings and therefore CAVDAS wishes to ensure that staff are not at risk of infection or transmission of a disease that may affect their own or patient safety. Staff will therefore need to evidence their immunisation history, exemption or non-responder on commencement of employment or at routine intervals at the request of the Organisation.