Job description – Outreach Coordinator Ref. no. T201

Hours – 25 per week

Salary – £13 an hour

Teen Challenge Strathclyde is an outreach organisation, committed to reaching communities of people affected by drugs and alcohol with a message of hope, specialising in supporting people to residential rehabilitation.

Teen Challenge Strathclyde are seeking a diligent and compassionate individual to undertake a vital new role we are creating in our work with the community. We offer a unique opportunity to develop your career with a growing organisation.

In the role of Outreach Coordinator, you will visit Teen Challenge community outreach hubs to support outreach, and you will demonstrate significant experience in volunteer recruitment, retention and management. In addition to visiting the Teen Challenge community outreach hubs, you will have contact with people in prisons, or who are at risk of going to prison, who are seeking to solve their drug problems.

This includes organising team activities which take account of the mental wellbeing of the team, and the training needs of the team.

The kind of change Teen Challenge seek to see does not happen overnight; you need to be a resilient individual, committed to working with people, hoping for the best for people in our community. You seek to empower people with the knowledge that they can make positive choices.

Applicants are recommended to have a driving license. Applicants are recommended to live in or around Port Glasgow, Greenock or Barrhead.

We are looking for a candidate who has experience within the recovery community, adaptability, excellent listening skills, and is committed to excellence.

As Teen Challenge Strathclyde is a Christian organisation, this post carries an Occupational Requirement in line with the Equality Act 2010 that the post holder be a Christian. Please note that one reference must be from your church minister or leader to ensure your active Christian faith and commitment.

Main responsibilities and duties:

* Provide support and supervision to our team members, both volunteers and paid members of staff, in Teen Challenge hubs and in the Chalet.
* Ensure the best interest of the staff are supported by practical help, emotional care and developing a team who look out for the wellbeing of each team member.
* Coordinate training and proactively coordinate team activities.
* Research the existing model of operation in Teen Challenge hubs, get alongside team leaders, encouraging excellence and best practice
* Be involved in developing conversations between churches and Teen Challenge where there is the potential to open new operational Teen Challenge hubs
* Engage in a wide range of activities undertaken by Teen Challenge Strathclyde that seek to build trust in the community
* Be accountable to your line manager
* Willing to participate in training and personal development
* Liaise professionally with different agencies
* Attend and participate in team meetings and decision making
* Uphold all Teen Challenge Strathclyde policy and procedures

Skills and traits a candidate is expected to have:

* Experience of impact of addiction
* Excellent listening and communication skills, to listen to service users and to work with a team
* A compassionate heart
* A good team player who is willing to encourage and motivate others
* Dedicated to seeing people recover and fulfil their potential

**Closing date for applications: 12noon on Friday 24 May 2024.**

**Apply by sending your CV and Application Form to tcs.mlees@gmail.com**