



INFORMATION FOR JOB APPLICANTS

1. VISION

- 1.1 The principal activity of Bristol Drugs Project is to reduce substance-related harm: our new mission statement reflects our emphasis on changing behaviour:
- 1.2 Drug and alcohol problems damage individuals, families and communities. Bristol Drugs Project is reducing harm, promoting change, challenging prejudice and maximising people's potential

2. ETHOS

- 2.1 BDP is an independent agency, established in early 1986, delivering a wide range of accessible and confidential services to problem drug users, their relatives and friends, and to other professionals working with problem drug users. BDP deals with problems related to a range of drugs although Heroin and Crack cocaine are the primary problem drugs for 4 out of 5 people using our services.
- 2.2 The term 'harm reduction' is central to BDP's work, and is defined as "a reduction of factors which inhibit personal, social and emotional functioning": these encompass an individual's health, relationships, environment e.g. housing, financial and legal situation. In practice, this means that BDP will work with service users towards goals which are other than (but include) abstinence from drugs.
- 2.3 BDP does not promote any single method of treatment. We use evidence-based interventions to enable service users to achieve their goals.

3. SERVICE PROVISION

- 3.1 BDP provides services to residents in Bristol. Over 3,500 individuals use our services each and every year. BDP's catchment area includes a large inner city area and a number of large peripheral housing estates.
- 3.2 A wide range of services are provided by the project from drop-in and needle exchange through to relapse prevention programmes, with the key objective of making BDP as accessible to the community as possible.

4. APPLICATION FORM AND JOB DESCRIPTION

4.1 **JOB INFORMATION**

- 4.1.1 The information you provide in your application form is the only information we will use in deciding whether or not you will be short-listed for interview. Your application should therefore be filled in **as completely and as clearly as possible**.
- 4.1.2 Every post is based on a job description, which lists the main duties of the post and a person specification describing the skills, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required.

4.1.3 The job information will also confirm the general conditions of service, salary and closing date for the application.

4.2 FILLING IN THE APPLICATION FORM

- Ask yourself why you are interested in the job.
- Consider all the relevant experience you have gained and show how you have the skills, knowledge and experience to do the job. Remember that unpaid work and work at home can be as valuable as paid work.
- When completing the section headed 'Personal Statement', remember to pay particular attention to the person specification. Answer each section as fully as you can. We cannot assume or read between the lines, so please be as detailed as possible.
- Make sure your application relates to the job you are applying for, don't copy the same one for a series of jobs.
- **Please do not substitute your CV for a completed application form** - only completed forms will be considered.
- It is a good idea to take a photocopy of the form and do a rough draft first, in order to avoid mistakes and repetitions.
- Check that all the dates are correct and in the right order.
- Make sure you complete the form clearly, **typing it** or using **black ink** (we need to photocopy all applications and black ink copies clearly).
- Make sure you send your application in before the closing date and time.

4.3 INTERVIEWS

4.3.1 The interview panel is normally made up of 3 people who will be asking set questions of each candidate covering key aspects of the job. The questions are intended to allow you to expand on your application and to show the panel how far you meet the requirements of the post. The panel has to keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable and in line with BDP's Equalities Policy. You should not, therefore, be worried about the panel taking notes.

4.3.2 You will have the opportunity at the end of the interview to ask questions about the job, conditions of service, etc.

5. INTERVIEW FEEDBACK

5.1 Should you not be successful and would like to have some feedback on your interview please contact the appropriate Manager, who will be pleased to discuss this with you.

5.2 If you are not appointed for this post, please do not be discouraged from re-applying in the future - your skills and experience may be exactly what we need for our next vacancy.

6. EQUALITIES POLICY AND CODE OF PRACTICE

6.1 POLICY STATEMENT

6.1.1 BDP is fully committed to the active promotion of equality of opportunity and to anti-discriminatory practice in its capacity as an employer and as a service provider.

6.1.2 BDP recognises that oppression, disadvantage and discrimination exist in society, and that people often face multiple oppression. BDP is committed to striving to eliminate these inequalities and aims to be fair, reasonable and just in all its responsibilities. BDP values the diversity of its workforce and service users and is working towards ensuring its service delivery and employment practices are of the highest possible standards.

6.1.3 BDP intends to ensure that no person, whether a job applicant, an employee, a volunteer or anyone seeking BDP's services, are not discriminated against, or will receive less favourable treatment, on the basis of age, class, colour of skin, disability, ethnic or national

origin, race, responsibility for dependants, gender, HIV status, marital status, political or trade union activity, or whether they are lesbian, gay, bisexual or transgender.

6.2 **DISCRIMINATION**

6.2.1 Discrimination manifests itself in either direct (or active) and indirect (or passive) forms.

6.2.2 This occurs when a person, either an employee, a volunteer or anyone seeking BDP's services is treated less favourably than others (in the same circumstances), on the grounds of age, colour of skin, class, disability, responsibility for dependants, ethnic or national origin, gender, HIV status, marital status, political or religious belief, sexual orientation or trade union activity.

6.2.3 Indirect discrimination is often the result of a lack of understanding or consideration for a particular group.

6.2.4 In relation to recruitment, it means applying a condition or requirement that adversely affects a particular group significantly more than another and which cannot be justified in terms of the requirements for performing the job. In relation to service provision, it may be a failure to consider the needs of particular groups who may wish to use a particular service.

6.2.5 Direct and indirect discrimination are equally unacceptable to BDP. This document is designed to address both forms of discrimination, including taking positive action within the agency's 3 principal areas of activity:

- **Employment**
- **Service Provision**
- **Management**

7. **ASYLUM AND IMMIGRATION ACT 1996**

7.1 Following the introduction of the Asylum and Immigration Act 1996 it is a criminal offence for an employer to recruit a person who does not have the right to be in or work in the United Kingdom.

7.2 In order to ensure compliance with the requirements of the act, all successful applicants for posts within this organisation will be asked to produce one or more of the documents listed below.

- A passport describing the holder as a British citizen or as having a right of abode in or entitlement to readmission to the UK
- A certificate of entitlement issued by or on behalf of the government of the UK
- A certificate of registration or naturalisation as a British citizen
- A birth certificate issued in the UK or Ireland

8. **CRIMINAL RECORD**

8.1 A significant proportion of current staff, volunteers and applicants for jobs with BDP have a history of problematic drug use and related convictions so please don't feel that past offences will automatically affect your application to BDP.

8.2 However, BDP works with vulnerable adults, children and young people and we require all staff and volunteers to disclose any and all offences (whether spent or not) as part of the written application form. The interview panel may ask for further information about any relevant convictions and an Enhanced Disclosure from the Criminal Records Bureau will be sought for every successful applicant.