



INFORMATION FOR JOB APPLICANTS

1. VISION & ETHOS

- 1.1 BDP is an independent charity, operating from early 1986, delivering a wide range of accessible and confidential services to people experiencing problems with their use of alcohol or other drugs, their relatives and friends, and expert advice to other organisations.
- 1.2 Our vision is ***'reducing harm, maximising individuals' potential and promoting independence from drugs and alcohol'***. In order to achieve this we deliver services to individuals, families and communities affected by drug, alcohol or other dependency, providing a continuum of interventions for drug and alcohol users of all ages, at all stages of the complex process of behavioural change. At one end of the continuum, services are designed to reduce drug-related deaths e.g. needle and syringe programme; at the other end of that continuum we deliver services e.g. our Recovery Sustainment and Training Education Volunteering and Employment programmes, which reconnect individuals with their family, community and life opportunities, as drug or alcohol dependence becomes part of their history.
- 1.4 BDP does not promote any single method of treatment. We use evidence-based interventions to enable individuals to achieve their goals.
- 1.5 We know that people with drug and alcohol problems often face discrimination, despite the reality that these are problems that many people in our city – and their families, workplaces and communities – experience, and we are committed to challenging this.

2. SERVICE PROVISION

- 2.1 BDP provides services to residents in Bristol, which has a population of over 437,500 and is the 8th largest city in the UK. Around 4,000 individuals use our services each year. Bristol has grown rapidly in the last two decades and the proportion of people from BAME or 'other white' communities has doubled to 22% of adults (16-64 years). 19% are under 16 and 32% of these are from BAME or 'other white' communities. We are committed to delivering relevant and accessible services to all of Bristol's communities and are working with local organisation Stand Against Racist Incidents (SARI) to support us in achieving this.
- 2.2 BDP delivers key elements of Bristol ROADS (Recovery Orientated Alcohol & Drug Service) for adults seeking treatment and support for their own or someone else's drug or alcohol use. ROADS is an integrated service delivered with partners: Bristol Specialist Drug and Alcohol Service and Developing Health & Independence.

2.3 BDP also delivers services for children and young people both as a partner with creative Youth Network delivering the specialist services within Bristol's Targeted Youth Support and through charitably-funded youth groups for children and young people affected by the 'Hidden Harm' of an adult's alcohol or drug use.

2.4 Our activities include:

- harm reduction initiatives - including needle and syringe programme; a mobile harm reduction service; street outreach work with women sex workers; inreach in pubs and clubs within the night-time economy targeting experimenters with drugs other than opiates, including new psychoactive substances.
- motivational programmes to build capacity and ability to change, including parenting support.
- extensive treatment services, including one of the largest Shared Care Opioid Substitution Treatment programmes, delivered in partnership with GPs, in the UK.
- a nationally-recognised service for older people.
- Support to enable those who are stable or drug or alcohol free to remain that way and to reconnect with their family and community, including our Creative Communities of choir, drama and orchestra.

More at www.bdp.org.uk

2.5 We employ over 80 paid staff and have around 75 volunteers in any year.

3. APPLICATION FORM AND JOB DESCRIPTION

3.1 JOB INFORMATION

3.1.1 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**.

3.1.2 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 expertise required.

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

3.2 FILLING IN THE APPLICATION FORM

- Ask yourself why you are interested in the job.
- If you have questions about the job, please contact the recruiting manager.
- Consider all the relevant experience you have gained and show us 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.

- Paid work experience: please give reasons for any gaps in your employment history. This will not prejudice your application but is something we need to understand in our role in working with vulnerable people.
- When completing the section headed 'Personal Statement', remember to pay particular attention to the person specification for the job. Answer each section as fully as you can. We cannot assume what you mean 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. We need to know whether you have the knowledge, experience and skills for a specific job.
- **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 repetition.
- 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.

3.3 **INTERVIEWS**

- 3.3.1 The interview panel is normally made up of 3 people who will be asking set questions to 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 keeps 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. You may be asked to prepare a presentation for some roles.
- 3.3.2 You will have the opportunity at the end of the interview to ask questions about the job, conditions of service, etc.

4. **INTERVIEW FEEDBACK**

- 4.1 Should you not be successful and would like to have some feedback please contact the appropriate Manager, who will be pleased to discuss this with you.
- 4.2 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.

5. **EQUALITIES POLICY AND PRACTICE**

5.1 **STATEMENT OF INTENT**

Bristol Drugs Project (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. BDP aims to create an environment where all individuals have the opportunity to achieve their full potential and gain a feeling of self-esteem and respect for and from all others.

- 5.2 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 standard. BDP aims to ensure that the values of equality, diversity, inclusion and respect for all are embedded into everything that it does.
- 5.3 BDP upholds the Equalities Act 2010 protects people who have a **protected characteristic**. These are: age, disability, gender reassignment (including within BDO gender identity), marriage and civil partnership, pregnancy and maternity, race (includes ethnic or national origins, colour and nationality), religion or belief, sex and sexual orientation.
- 5.4 BDP intends to ensure that no person, whether a job applicant, an employee, a volunteer a trustee, ma partner, supplier or anyone seeking BDP's services, is discriminated against, or will receive less favourable treatment, on the basis of a **protected characteristic**, or on the basis of class, HIV or hepatitis status, political or trade union activity. BDP opposes all forms of unfair and unlawful discrimination and believes that a culture that embraces equality and values diversity ensures everyone feels involved and included in its activities and plans.
- 5.5 BDP believes that every service user, employee, volunteer or member is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. To this end we have created an environment in which individual differences and the contributions of all are recognised and valued.

6. ASYLUM AND IMMIGRATION ACT 1996

- 6.1 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.
- 6.2 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

7. CRIMINAL RECORD

- 7.1 A significant proportion of current staff, volunteers and applicants for jobs with BDP have a history of problematic drug or alcohol use and related convictions so please do not feel that past offences will automatically affect your application to BDP.
- 7.2 However, BDP works with vulnerable adults, children and young people and we require all staff and volunteers to disclose any convictions, cautions, reprimands or

final warnings that are not 'protected' as defined by the Rehabilitation of Offenders act 1974 (exceptions) Order 1975 (as amended in 2013) 2 V 2.3 and are not subject to disclosure to employers. www.gov.uk/government/collections/dbs-filtering-guidance.

The interview panel may ask for further information about any relevant convictions and an Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be sought for every successful applicant.