



Independence from
drugs and alcohol

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, to 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'***.
- 1.3 We achieve this by delivering a continuum of interventions for people experiencing problems with alcohol or drugs, of all ages, at all stages of the complex process of behavioural change. The services we provide are tailored to individual need - not dictated by our workforce's personal beliefs or a 'one size fits all' approach. BDP's role is to support people in building their recovery capital (rewarding relationships, valued activity, adequate housing and income). Supporting not judging; recognising the impact of Adverse Childhood Experiences with trauma-informed approaches; nurturing change with passion and ambition; and enabling people to acquire skills and self-belief, which makes recovery an enduring and rewarding reality.
- 1.4 At one end of the spectrum of change, we deliver services, which are designed to reduce drug-related deaths, for example, our Needle and Syringe Programme, Naloxone supply to reduce fatal overdose, and a Physical Healthcare service to enable skin and soft tissue infections and other healthcare needs to be tackled early to reduce hospitalisation and harm.
- 1.5 At the other end of that spectrum, we deliver services which reconnect individuals with their family, community and life opportunities, as drug or alcohol dependence becomes part of their history rather than something which defines them.
- 1.6 All of the charity's services are free at the point of delivery. They are provided at multiple locations, including 42 GP surgeries, schools, youth and family centres and through extensive outreach to ensure easy access for beneficiaries. Our Mobile Harm Reduction Service vehicle and our premises at Brunswick Court as well as our partner premises are compliant with the building provisions of the Disability Discrimination Act.
- 1.7 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 3,500 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 expect these communities to have grown further when the latest Census data is available. 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 - needle and syringe programme; a mobile harm reduction service; naloxone supply; a physical health care 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.
 - Identity-led pathways with a weekly women-only group; Prism – supporting people who identify as LGBTQ+; a weekly meeting for people aged over 50; and Link Workers for people experiencing mental ill health or who have a learning disability; for diverse communities and for people receiving Early Help from children's social care.
 - 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 Community Detox Link service and our Creative Communities of choir and orchestra.
- More at www.bdp.org.uk
- 2.5 We employ more than 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 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. We value lived experience, unpaid work and work at home, recognising that these 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 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 most 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 role. 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 which protects people who have a protected characteristic. These are: age, disability, gender reassignment, gender identity, marriage or civil partnership status, 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, a 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 or income, 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 disrespect, intimidation, bullying or harassment will be tolerated. To this end BDP has 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 lived experience of problematic drug or alcohol use and related convictions so you can be confident that past offences will not 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 updated in November 2020 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.