

# **Bristol Drugs Project**

## **Job Description: Non-Opioid Team Leader**

This post is accountable to the Chief Executive through the Director of Operations and supervised by the Engagement and Homelessness Team Manager.

### **1 JOB PURPOSE**

As the Non-Opioid Team Leader you will be based within the Engagement Team in the Horizons Drug and Alcohol Partnership. You will support a team of staff delivering treatment to people using non-opioid drugs (e.g. ketamine, cocaine & cannabis) across Horizons' hubs (North, Central and South Bristol), over the phone and online.

The non-opioid treatment pathway supports people with both dependent and non-dependent patterns of use to reach their goals, with support being tailored to suit the individual. Type of support offered will include brief interventions, group work and facilitating access to detox and rehab.

The role will include some evening and weekend working to ensure the service is accessible to all.

This is a developing service that needs to respond dynamically to changing/growing need: the Team Leader will provide flair, enthusiasm and expertise to support staff to develop an excellent, aspirational service for people wishing to make changes to their substance use. You may also carry a small caseload yourself to support this.

You will work to promote this service, ensuring it is accessible to populations who may not traditionally use BDP services. You will ensure your team works flexibly to meet the needs of those in work, who need a discrete service or have other barriers such as language, culture or disability.

### **2. PRINCIPAL ACCOUNTABILITIES**

- 2.1 As Team Leader, be responsible for the induction, line and performance management, supervision and support of a team of non-opioid practitioners.
- 2.2 To deliver and supervise, a low threshold service at a number of locations across Bristol and online.

- 2.3 To support staff to use assess substance use and identify suitable treatment options, set SMART goals and follow a manual-driven, evidence-based set of interventions flexibly to secure positive outcomes for individuals.
- 2.4 To support staff to provide solution-focused, and crisis management interventions if required.
- 2.5 Ensure staff identify and manage safeguarding concerns, and make onward referrals within and beyond Horizons for complexities that present during the intervention episode.
- 2.6 Carry a small caseload to support the service, keep your own skills up to date and pilot new interventions as needed.
- 2.7 Ensure that service data is collected using the commissioned case management system in a timely manner, and that data is monitored for performance.
- 2.8 Work with the wider Engagement Team, Team Leaders & Director of Operations to identify and evaluate opportunities for innovation and service improvement, including supporting research hosted by BDP.
- 2.9 To support the wider work of the Engagement Team as requested by the Director of Operations.
- 2.10 To be accountable to the Engagement & Homelessness Team Manager for staff being supervised.

## **General Duties**

- 2.15 To be proactive in reviewing and evaluating own performance and identifying and acting on areas for improvement and development.
- 2.16 To provide advice and assistance to the CEO and the Board of Trustees about the development of resources available to the Project.
- 2.17 To provide advice and assistance about the evaluation of the services offered.
- 2.18 To maintain appropriate records and ensure that staff for whom you have responsibility to maintain appropriate records.
- 2.19 To assist in the promotional/educational work undertaken by BDP.
- 2.20 To assist in the recruitment, training and where appropriate, the support of volunteers, trainees and the supervision of students on placement.
- 2.21 To attend such internal and external meetings as directed.

- 2.22 To take all reasonable steps to comply with the Health & Safety at Work Policy.
- 2.23 To work within the framework and spirit of the agency's Equalities, diversity & Inclusion Policy and to actively promote the policy within BDP, and in all dealings with other agencies.
- 2.24 After reasonable consultation, to undertake any other task which is necessary, if called to do through your line management.

### **3 DIMENSIONS**

#### **3.1 Finance**

- 3.1.1 No budgetary responsibilities.

#### **3.2 Staffing**

- 3.2.1 Working within the Engagement Team, alongside other Engagement Team Leaders and Team leaders across the agency.

#### **3.3 Environment**

- 3.3.1 Project-based and working flexibly in multiple locations across the city.
- 3.3.2 Hours of work: 37.5 hours per week as per contract of employment across the six-day week of BDP's Engagement Service with out of hours commitment including regular evening and some weekends required as part of normal working.

#### **3.4 Technology**

- 3.4.1 A standard level of involvement with office equipment, including competent IT use, including electronic case management system is required.

### **4 SUPERVISORY RESPONSIBILITIES**

- 4.1 Responsible for supervising Non-Opioid Practitioners; support trainees, volunteers and placement students where appropriate.

### **5 QUALIFICATIONS AND EXPERIENCE**

**These are set out in the Person Specification.**

### **6 CONTEXT**

## **6.1 Key Contacts**

6.1.1 At BDP- all staff, volunteers and peers.

6.1.2 External to BDP: Horizons Partners, General Practitioners, hospital staff, GP practice managers, pharmacists, social workers, probation officers, outreach services, commissioned and non-commissioned housing providers and a wide range of generic and community services.

## **7. SCOPE FOR IMPACT**

### **7.1 Decisions that can only be made with reference to line management.**

7.1.1 Anything with financial implications, significant service development, changes to policy, representing the agency to the media and other organisations.

### **7.2 Decisions that can be made without reference to line management.**

7.2.1 Detailed operational issues regarding this post and those of supervised staff.

## **8 SPECIAL NOTES OR CONDITIONS**

8.1 An Enhanced Disclosure and Barring Service Check is a prerequisite of offer of employment.

8.2 Post-holders are strongly advised to have a Hepatitis B vaccination.

8.3 This is a post in a developing service, which involves a wide range of agencies. The priorities for this role will be under review and may change as the service develops requiring flexibility from the post holder.

### **PERSON SPECIFICATION: Non-Opioid Team Leader**

**The person appointed to this post will be able to demonstrate that they have acquired, (or where appropriate have the potential to develop) the following:**

<b>Essential criteria</b>
---------------------------

### Personal Qualities

- Non-judgemental approach.
- Welcoming.
- Empathy.
- Commitment to empowering service users.
- A commitment to reducing harm caused by substance use to individuals, families and communities.
- A profound belief in an individual's capacity for change and an ability to motivate others to change.
- Capacity to handle responsibility and remain enthusiastic and motivated working with people with complex needs.

### Competencies and Skills

- Relationship building and problem-solving skills.
- Good communication and evidence-based key working skills.
- Presentation and training skills.
- Networking and liaison skills.
- Planning and organisational skills.
- Experience of supervising others' work.
- A good standard of IT skills.

### Experience & Knowledge

- Demonstrable ability to supervise staff.
- Demonstrable enthusiasm for service development, implementation and problem solving.
- Excellent personal management skills.
- 2 years or more experience of working in alcohol &/or drugs treatment, housing, mental health or a related field.
- Experience of delivering evidence-based interventions to people who use substances.
- Thorough understanding of harms caused by non-opioid drugs.
- Proven experience of working in partnership with other organisations.

- Knowledge and understanding of the stigma experienced by people who use alcohol and other drugs.

#### General

- A commitment to BDP's Equalities, Diversity & Inclusion Policy and Practice.

#### **Desirable criteria**

- A UK driving licence/ Access to own transport.
- Past personal treatment experience of problematic alcohol/drug use (2 years substance free in the community).
- Relevant qualification, e.g. Substance Misuse Qualification, Social Work, Nursing, Relevant NVQ (Level 3 or higher).
- Key working skills and experience, including motivational interviewing, brief solution focussed therapy and use of ITEP style interventions.
- Group work skills.
- Fluent in a South Asian or other language widely spoken in Bristol.

Written: January 2026